

HLTH 100 3 Credits

Medical Terminology

Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals. (3 + 0) Offered As Demand Warrants

HLTH 101 1 Credit

CNR--Normal Nutrition Counseling

First in a series of four courses examines basic applied nutrition and counseling techniques. Counseling opportunities are provided to allow students to practice skills learned in the classroom.

HLTH 102 1 Credit

CNR--Therapeutic Nutrition Counseling

Second in a series of four courses examines basic therapeutic knowledge and nutrition counseling techniques. Counseling opportunities are provided to allow students to practice skills learned in the classroom. Offered at the Kuskokwim Campus only. (Prerequisite: HLTH 101 or permission of instructor.) (1 + 1) Offered As Demand Warrants

HLTH 103 1 Credit

CNR--Nutrition Education and Food Preservation

Third in a series of four courses examines methods for planning and presenting group nutrition education talks and food preservation methods. (Prerequisite: HLTH 102 or permission of instructor.) (1 + 1) Offered As Demand Warrants

HLTH 104 1 Credit

CNR--Community Resources and Problem Solving

Fourth in a series of four courses examines community nutrition resources and methods for community nutrition problem solving. (Prerequisite: HLTH 103 or permission of instructor.) (1 + 1) Offered As Demand Warrants

HLTH 105 2 Credits

Introduction to Health Careers

Introduction to health careers and the psychology of patient care. Roles and responsibilities of different members/functional units of the health care team; information on related job and educational opportunities; needs and roles of health providers in rural and urban Alaska settings. (Prerequisite: High school graduation, GED, or permission of program coordinator.) (2 + 0) Offered As Demand Warrants

HLTH 106 3 Credits

Human Behavior in Health Care (s)

Discussion of general concepts in human behavior and the specialized psychological

issues when dealing with patients and loved ones in health care settings. Students perform self-evaluation and survey other cultures to allow examination of perceptions, individual biases, beliefs and their impacts on behavior. (3 + 0) Offered Fall, Spring

HLTH 107 9 Credits

Nurse Aid Training

Basic nursing skills necessary to assist the nurse and be an efficient health care team member. Presents positive communication skills while providing care of residents' physical and emotional needs in a variety of health care settings. Content satisfies the theory and skills needed to take the state of Alaska exam to become a Certified Nurse Aid. (Prerequisites: High school graduation, GED, and 10th grade reading level by exam. Student must be in good physical condition and have current immunizations or permission of instructor.) (5 + 8) Offered Fall, Spring

HLTH 108 3 Credits

Nurse Aide/Patient Care Assistant Training

Basic skills necessary to assist nurses and to be efficient health care team members, trained to work as a team member with health care professionals in hospitals and other health care agencies. (Prerequisite: High school graduation, GED or permission of instructor. Concurrent enrollment in HLTH 109. Student must have current immunizations appropriate for clinical site.) Offered As Demand Warrants

HLTH 109 3 Credits

Nurse Aide Skills: Theory, Lab and Practicum

Course satisfies skills training requirements for Certified Nurse Aide in Alaska. (Prerequisite: High school graduation, GED or permission of instructor. Concurrent enrollment in HLTH 108. Student must have current immunizations appropriate for clinical site.) (.5 + 7.5) Offered As Demand Warrants

HLTH 110 2 Credits

Professional Skills for the Workplace

Presents skills to ensure success for the professional secretary, receptionist, medical worker and others. Includes interview skills, business manners, customer service and dressing for success. (2 + 0) Offered Fall, Spring

HLTH 111 4 Credits

Personal Care Attendant Training

Designed to train personal care attendants in basic care necessary to assist nurses and to be efficient health care team members. It qualifies students for state certificate of completion as personal care attendants. Eighty-eight (88) hours of class, lab and clinical practice is included. Requires criminal background check. (Prerequisites: Proof of immunity to chicken pox, MMR and Hepatitis B, negative PPD within the last year, high school graduation or GED, or 10th grade reading level by exam. Students must be in good physical condition. Co-requisite: Health care provider CPR and First Aid card.) (2.5 + 3) Offered Fall, Spring

HLTH 112 3 Credits

Anatomy, Physiology and Medical Language

Foundation knowledge of human anatomy and physiology of the ten body systems and their organs. Focus on learning the anatomy word roots, combining forms, and common medical prefixes and suffixes. Presents a word components as a method to understand and define medical words including diagnostic, laboratory and medical specialities.

(3 + 0) Offered As Demand Warrants

HLTH 113 5 Credits

Personal Care Attendant to Nursing Assistant Bridge

Trains personal care attendants to become Certified Nurse Assistants. Students build upon basic PCA skills and experience. Provides the additional classroom, laboratory and clinical hours necessary to sit for the state Certified Nurse Assistant exam. (Prerequisites: High school graduation or GED and a 10th grade reading level by exam. HLTH 111, or on the job agency training plus two years experience and instructor approval. Students must be in good physical condition, have current immunizations, and healthcare provider CPR card.) (3 + 4) Offered As Demand Warrants

HLTH 114 4 Credits

Fundamentals of Anatomy and Physiology

Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field. (Prerequisites recommended: HLTH 100, high school biology and chemistry.) (3 + 3) Offered Spring

HLTH 116 3 Credits

Mathematics in Health Care

Practical application of mathematics in health care, including arithmetic review, percent, interest, ratio, proportion, dimensional analysis, metric system, medication calculation, graphs, charts and measurement instruments. (Prerequisites: DEVM 050 or placement in DEVM 060 or higher.) (3 + 0) Offered Spring

HLTH 118 2 Credits

Medical Law and Ethics

In-depth coverage of legal and ethical issues encountered in health care settings. Students will gain a practical knowledge of legal and ethical principles and application of these principles in health care settings. (2 + 0) Offered Fall

HLTH 120 1 Credit

Industrial First Aid

Includes CPR training, control of bleeding and shock, recognizing heart problems, stroke, poisoning, sugar diabetes, epileptic seizures and dealing with major trauma injuries such as fractures, head, neck and back injuries. Also covered are hypothermia, frostbite and cold water near-drowning. Upon satisfactory completion of course, students will receive a Mines Safety Health Administration Certificate, a State Industrial First Aid Card and the American Heart Association CPR card. (1 + 0) Offered As Demand Warrants

HLTH 122 1 Credit

First Aid and CPR

Provides instruction on emergency first aid theory and techniques. Students acquire knowledge and skills necessary for dealing with emergencies in a medical/dental office and other clinical settings. Includes First Aid Certification and health care provider (adult, child and infant) CPR Certification.

HLTH 132 2 Credits

Administrative Procedures I

Administrative responsibilities performed by medical/dental assistants and other health care providers in outpatient facilities. Includes duties of the office assistant, receptionist or secretary. Focus on reception, telephone procedures, public relations and professionalism. (Prerequisites: High school graduation, GED or permission of instructor.)

HLTH 135 3 Credits

ICD-9 Coding

In-depth study of the International Classification of Diseases (ICD), designed for classification of patient morbidity and mortality information for statistical purposes and for the indexing of health records for the health care profession. (Prerequisites: HLTH 112, or both HLTH 114 and HLTH 100.)

HLTH 142 4 Credits

Clinical Procedures I

Introduction to the theoretical basis and the performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes care of patients in the examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures, administering medications, and introduction to clinical laboratory procedures. Materials fee: \$50. (Prerequisites: HLTH 100 and HLTH 116. Co-requisite: HLTH 114 or BIOL 100X or permission of program coordinator.)

HLTH 150 4 Credits

Dental Radiography

Dental radiography includes safety in exposing, processing and mounting dental radiographs. Presents hazardous materials handling, equipment operation and maintenance. Prepares students for the Dental Assisting National Board's Radiology Health and Safety examination. Materials fee: \$125.

HLTH 151 2 Credits

Dental Infection Control

Principles and practices of infection control in the dental office. Includes knowledge of disease, microbiology, transmission prevention and methods of compliance with OSHA and CDC regulations. Prepares students for the Dental Assisting National Boards Infection Control examination.

HLTH 152 4 Credits

Dental Materials and Applications

Physical and chemical properties of restorative dental materials and the application of those materials. Includes properties and manipulation of gypsum material, impression materials and custom trays, basic crown and bridge procedures. Materials fee: \$125. (Prerequisite/co-requisite: HLTH 251.)

HLTH 153 3 Credits

Anatomy for Dental Assistants

Study of anatomy as it applies to the field of dental assisting. Includes basic body systems and an in-depth examination of dental embryology, histology, morphology and head/neck anatomy.

HLTH 203 3 Credits

Science of Nutrition

Introduction to the principles of nutrition and their relationship to the life cycle. Focus on the importance nutrition plays in personal health and how to objectively evaluate nutritional intake using scientifically sound resources. Also available via Independent Learning.

HLTH 208 3 Credits

Human Diseases

Introduction to the study of human diseases. Pathogenesis, etiology and predisposing factors will be examined. The most common diseases and disorders of each body system are presented along with a review of the pertinent anatomy and physiology. Includes the effects of aging on the system and the relationship of aging to disease. Web-based course. (Prerequisites: HLTH 100 and 114, or HLTH 112.)

HLTH 234 4 Credits

Administrative Procedures II

In-depth examination of office management and financial procedures used in medical offices. Includes medical financial recordkeeping systems and computerized office management systems. Includes ICD-9, CPT and coding systems, patient insurance billing/reimbursement procedures, the demonstration of computational skills in accounts payable/accounts receivable, and office management in the health care setting. (Prerequisites: CIOS 150, HLTH 100 and 132; test scores sufficient for placement in ENGL 111X or permission of instructor.)

HLTH 235 4 Credits

Medical Coding

In-depth study of Current Procedural Terminology (CPT) and the International Classification of diseases (ICD) systems used in the medical setting. Examines the medical and legal uses of the CPT and ICD code systems in inpatient and outpatient medical settings, urgent care settings, billing departments and ancillary medical professions. Prepares students to take national certification exams. (Recommended: HLTH 100, 132, 208 and 234.)

HLTH 236 3 Credits

Outpatient Health Care Reimbursement

In-depth study of outpatient reimbursement issues including documentation, insurance carriers, fees schedules and payment profiles. Collection strategies and legal issues will be presented, as well as the importance of educating the patient to the financial policies of the practice. (Prerequisites: HLTH 132 and concurrent 234; or permission of instructor.)

HLTH 237 3 Credits

Inpatient Health Care Reimbursement

In-depth study of the rules and regulations governing the reimbursement of inpatient and hospital coding. Includes HIPPA regulations, Medicare, Medicaid, third party billing, and the legal and ethical guidelines of inpatient billing. (Prerequisites: HLTH 132, 135 and 234; or permission of instructor.)

HLTH 244 4 Credits

Clinical Procedures II

Theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies and assisting with specialty examinations. Materials fee: \$50. (Prerequisites: HLTH 100, 116, 142, 122 and either HLTH 114 or BIOL 100X.)

HLTH 245 3 Credits

Phlebotomy Principles and Methods

Introductory class in basic medical laboratory procedures with an emphasis on blood collection and specimen handling. Function of the circulatory system, proper blood collection and handling techniques, and quality control issues when dealing with blood and other patient specimens. Review of universal precautions and OSHA regulations, asepsis and disinfection, and microbiology concepts. Satisfies the educational requirements for national certification as a phlebotomist by the American Society of Clinical Pathology. After completion of the class, the student must complete HLTH 265 to satisfy the externship requirements of ASCP. Materials fee: \$50. (Prerequisite: Student must demonstrate immunity to Hepatitis B and varicella.)

HLTH 247 2 Credits

Introduction to Pharmacology

Introduction to the use of therapeutic medications in medical settings. Includes classifications of drugs, clinical use and adverse effects of the 50 most commonly prescribed medications. (Prerequisites: HLTH 100 and 114 or BIOL 100X.)

HLTH 248 3 Credits

Introduction to Pharmacology and Administration of Medications

An introduction to the use of therapeutic medications in medical settings. Students learn the main classifications of drugs, the use and abuse potential of commonly prescribed medications and methods for calculating drug dosages. Appropriate procedures for the

acquisition, storage, handling and administration of medications are covered.
(Prerequisites: HLTH 114 or equivalent; and 242.)

HLTH 251 6 Credits

Clinical Chairside I for Dental Assistants

Introduction to Dental Assisting. Beginning skills necessary to function as a chairside dental assistant in a general dentistry practice. Emphasis on developing clinical skills in four-handed dentistry techniques. Materials fee: \$45. (Prerequisites: Permission of program coordinator.)

HLTH 252 6 Credits

Clinical Chairside II for Dental Assistants

Emphasize advanced dental assisting skills necessary in general dentistry. Includes taking impressions for study models, radiography, matrix assembly, rubber dam application, assisting with the administration of local anesthetics, temporary crowns, oral health and nutrition. Includes introduction to specialty practices. Materials fee: \$45. (Prerequisites: HLTH 251.)

HLTH 253 3 Credits

Clinical Chairside III for Dental Assistants

Continued learning in the dental specialties including prosthodontics, endodontics, periodontics, pedodontics, orthodontics, and oral and maxillofacial surgery. Materials fee: \$45. (Prerequisites: HLTH 251 and 252, and permission of program coordinator.)

HLTH 254 4 Credits

Dental Assistant Practicum

Clinical, off-campus course for dental assisting students. Placement in general and specialty dental offices under direct supervision by participating dentist and program faculty. Includes seminars to discuss progress and experiences. Materials fee: \$45. (Prerequisites: HLTH 122, 132, 150, 152, 153, 234, 251, 252 and 253. Enrollment by special permission only. Graded pass/fail.)

HLTH 261 2 Credits

Reception Externship

Provides the student with 80 hours of hands-on practicum work, with additional time required for meeting with the campus externship coordinator and participation in externship seminars. Satisfies hands-on externship requirement for Medical/Dental Reception certificate. May be used to partially satisfy externship experience requirement of Medical Assistant and Dental Assistant A.A.S. degrees, and Dental Assisting certificate. Students will be expected to perform any and all duties of a receptionist in a medical/dental care setting. (Prerequisites: HLTH 122, 132, 234. Enrollment by special permission only.)

HLTH 265 3 Credits

Phlebotomy Externship

Clinical experience in phlebotomy and lab assisting. Requires 120 hours of hands-on

experience in the clinical setting and 8 hours in extern seminars. Progress is assessed by work supervisor and externship coordinator. Satisfies the clinical externship requirement for certification as a phlebotomist by the American Society of Clinical Pathology (ASCP). (Prerequisite: HLTH 245. Enrollment by special permission only.)

HLTH 267 2–4 Credits

Medical Assisting Externship Completion

Provides the student with 80–160 hours of hands-on practicum work for students who have previously completed one or more externships. Additional contact time required for meeting with the campus externship coordinator and participation in externship seminars. Hours and credits required are determined based on individual students' previous externship experiences. Substitutes for HLTH 268 for students who have successfully completed one or more certificates within the program. (Prerequisite: Enrollment by special permission only.)

HLTH 268 4 Credits

Medical Assisting Externship

Provides the student with 180 hours of hands-on practicum work, with additional time required for meeting with the campus externship coordinator and participation in externship seminars. This is the last course in the Medical Assistant A.A.S. degree program for students who have not taken any specialized certificate externships during their course of study. Students will be expected to perform any and all duties of a medical assistant in a health care setting. (Prerequisite: Enrollment by special permission only.)

HLTH 281 1 Credit

Pharmacology Update

Update on pharmacology including review of old drugs and information on new drugs. Review of pharmaceutical calculations and pharmacodynamics. (Prerequisite: Practicing or licensed nurse.)