2009-10 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.

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

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)___

*MAJOR REQUIREMENTS:

1. Complete the following:- (24)

   A. Hlth 100 (3)___
      Hlth 110 (2)___
      Hlth 118 (2)___
      Hlth 122 (1)___
      Hlth 132 (2)___
      Hlth 234 (4)___
      Hlth 236 (3)___
      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)___

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

(medn-ct) 10/26/2009
<table>
<thead>
<tr>
<th>First Year: Fall</th>
<th>First Year: Spring</th>
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<tbody>
<tr>
<td>HLTH 110 Professional Skills for Workplace</td>
<td>HLTH 106 Human Behavior in Health Care 3</td>
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<tr>
<td>HLTH 132 Admin I</td>
<td>HLTH 116 Math in Health Care 3</td>
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<td>HLTH 100 Medical Terminology</td>
<td>HLTH 118 Medical Law and Ethics 2</td>
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<td>CIOS 150 Computer Business Apps.</td>
<td>HLTH 122 First Aid 1</td>
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<td>ENGL 111X or Abus 271</td>
<td>HLTH 234 Admin II 4</td>
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<tr>
<td>Elective (Hlth 105, 203, 245, 248)</td>
<td>ABUS 108 or typing exam 0-3</td>
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<td>Summer:</td>
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<tr>
<td>HLTH 261 Medical Recep. Externship</td>
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