HEALTH, ALLIED
College of Rural and Community Development
Community and Technical College
907-455-2887
www.ctc.uaf.edu/programs/health/

Certificate; A.A.S. Degree
Minimum Requirements for Certificate: 30-42 credits;
for Degree: 60-61 credits

The occupational endorsement, certificates, degrees and occupational training programs in allied health provide students with the knowledge
and technical skills for employment in health care. Course work in phlebotomy is available, as are occupational endorsements in employment
in billing, medical coding, and medical office reception. Certificates offered include medical assistant, dental assistant, health care reimbursement and
medical/dental reception. A.A.S. degrees offered include dental assistant and medical assistant. A.A.S. degrees in nursing and radiologic technology
are offered in Fairbanks at the Community and Technical College through the University of Alaska Anchorage.

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves
with these and speak with a faculty advisor if they have any questions or concerns.

Dental Assistant
The dental assistant certificate and A.A.S. degree programs prepare students to become skilled members of the dental health care team. The duties
of the dental assistant are among the most comprehensive and varied in the dental office. Upon completion of the course work, students are eligible
to take the Dental Assisting National Board (DANB) examination components for radiology and infection control. After 600 hours or six months employment in a dental office, they will be eligible to take the general chairside component of the examination and become Certified Dental Assistants. Prerequisites are graduation from high school or equivalent (GED) and completion of a dental assisting application form.

Health Care Reimbursement
The health care reimbursement certificate program prepares students for employment as medical billers and coders in medical offices, clinics, hospitals
and other medical facilities. Students in the program learn analysis of medical records and the assigning of codes for indexing diagnoses and procedures
to provide information for reimbursement purposes. The successful completion of this certificate prepares the student for the national certification exam through the American Academy of Professional Coders. The occupational endorsements in medical billing and medical coding are part of the Health Care Reimbursement Certificate.

Medical Assistant, Medical/Dental Reception
The medical assistant certificate and A.A.S. degree programs prepare students for employment in ambulatory care settings. Students receive
education in the theory and skills for both office work and clinical care. Prerequisites for the program include a high school diploma or GED and
completion of the medical assistant application. The UAF Community and Technical College medical assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB), CAAHEP, 353 East Wacker Drive, Chicago, IL 60601, 312-553-9355. The medical assistant certificate incorporates both the medical office reception occupational endorsement and the medical/dental reception certificate.

Phlebotomy
Training is also available in phlebotomy. A student who completes the phlebotomy course may sit for national certification through the
American Society for Clinical Pathology to become a certified phlebotomy technician.

Students wishing to enroll in phlebotomy must document proof of immunity to Hepatitis B, measles, mumps, rubella, varicella (chicken
pox), document a flu shot, a completed two-step PPD (Purified Protein Derivative) for tuberculosis within the past year, and any other immunizations
required by the externship site, prior to registering for the class.

Nursing Qualifications, Pre-
The Allied Health certificate in pre-nursing qualifications is designed to guide students preparing to apply to the University of Alaska Anchorage
Associate of Applied Science in nursing. The certificate includes all of the prerequisite and co-requisite courses for the A.A.S. in nursing in addition
to a clinical course. Admission to this certificate program requires a high school diploma or GED and test scores sufficient for placement into
ENGL F111X and DEV M F105.

Admission to the UAA nursing program is competitive. While this certificate prepares the student to be highly qualified, it does not guaran-
tee admission to the UAA nursing program. Before applying to the UAA A.A.S. program in nursing, students must complete the Nurse Entrance Test and are strongly encouraged to work in a clinical practice. Students should work closely with an advisor while completing this certificate and preparing an application for admission to the nursing program.

Students who have not completed high school chemistry will need to complete either CHEM F103X or CHEM F105 or have instructor permission for to register for BIOL F213X or BIOL F214X.

Registered Nurse
The A.A.S. degree in nursing is offered by the University of Alaska Anchorage at the Community and Technical College in cooperation with
the Allied Health department. Graduates of the nursing program are prepared to provide effective nursing services to individuals receiving care
in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical
practice; students gain experience in hospitals, nursing homes, clinics and community agencies. Graduates of this A.A.S. degree are eligible to
take the NCLEX examination that grants professional licensure to practice nursing as a Registered Nurse. Additional information is available online at http://nursing.uaa.alaska.edu.

Radiologic Technology
The A.A.S. degree in radiologic technology is offered by the University of Alaska Anchorage in cooperation with the Community and
Technical College and Fairbanks Memorial Hospital. Course work for the degree is delivered through a combination of the traditional classroom setting, distance delivery and clinical experience. Upon completion of the program, students may apply to the American Registry of Radiologic Technologists (ARRT) for national certification. Additional information is available online at www.uaa.alaska.edu/alliedhealth/academics/radiologictechnology/.

Information on any of the Allied Health programs is available from the Allied Health Division at Community and Technical College, PO Box 758040, Fairbanks, AK 99775; by calling 907-455-2822; by email at fyhealth@uaf.edu; or at www.ctc.uaf.edu/health/.
**Dental Assistant — Certificate Program**

1. Complete the general university requirements (page 114).
2. Complete the certificate requirements. (See page 114. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program.)
3. Complete the following program (major) requirements:* 
   - DA F132—Administrative Procedures for the Dental Assistant…...2
   - DA F150—Dental Radiography………………………………………4
   - DA F151—Dental Infection Control………………………………2
   - DA F152—Dental Materials and Applications……………………4
   - DA F153—Anatomy for Dental Assistants ………………………3
   - DA F251—Clinical Chairside I for Dental Assistants………...6
   - DA F252—Clinical Chairside II for Dental Assistants…………6
   - DA F254—Dental Assistant Practicum…………………………..4
   - HLT F110—Professional Skills for the Workplace………………2
   - HLT F122—First Aid and CPR…………………………………….1

4. Minimum credits required …………………………………………34
   * Students must earn a C- grade or better in each course.

**Health Care Reimbursement — Certificate Program**

1. Complete the general university requirements (page 114).
2. Complete the certificate requirements. (See page 114. As part of the certificate requirements, the communication and human relations content are embedded in the major required courses for this program.)
3. Complete the following computation requirement:* 
   - HLT F116—Mathematics in Health Care ……………………3
4. Complete the following:* 
   - ENGL F111X—Introduction to Academic Writing (3)
   - or ABUS F271—Business Communications (3)…………………3
   - CIOS F150—Computer Business Applications (3)
   - or HLT H F236—Outpatient Health Care Reimbursement (3)…3
   - HLT F100—Medical Terminology………………………………3
   - HLT F110—Professional Skills for the Workplace………………2
   - HLT F132—Administrative Procedures I…………………………2
   - HLT F208—Human Diseases……………………………………3
   - HLT F234—Administrative Procedures II………………………4
   - HLT F235—Medical Coding………………………………………4
   - HLT F236—Outpatient Health Care Reimbursement……………3

5. Minimum credits required …………………………………………30
   * Students must earn a C- grade or better in each course.

**Medical Assistant — Certificate Program**

1. Complete the general university requirements (page 114).
2. Complete the certificate requirements (page 114).
   a. Complete ENGL F111X for the communications requirement.
   b. Complete 3 credits from one of the following computation courses: 
      - HLT F116—Mathematics in Health Care ………………………….3
      - DEV M F105—Intermediate Algebra……………………………..3
      - MATH at the 100 level of higher ……………………………………..3
   c. Complete 3 credits from one of the following human relations courses: 
      - HLT F106—Human Behavior in Health Care………………….3
      - ABUS F154—Human Relations…………………………………...3
      - SOC F100X—Individual, Society and Culture………………….3
      - PSY F101—Introduction to Psychology…………………………..3
3. Complete the following program (major) requirements:* 
   - HLT F100—Medical Terminology……………………………...3
   - HLT F110—Professional Skills in the Workplace…………………2
   - HLT F114—Fundamentals of Anatomy and Physiology (4) 
     or BIOL F100X—Human Biology (4)…………………………..4
   - HLT F118—Medical Law and Ethics……………………………..2
   - HLT F122—First Aid and CPR…………………………………….1
     or current First Aid/CPR card
   - HLT F130—Medical Office Technology……………………………3
   - HLT F132—Administrative Procedures I………………………….2
   - HLT F142—Clinical Procedures I…………………………………..3
   - HLT F234—Administrative Procedures II…………………………4
   - HLT F236—Outpatient Health Care Reimbursement……………3
   - HLT F244—Clinical Procedures II……………………………….4
   - HLT F268—Medical Assisting Practicum (4) 
     or HLT F261—Medical/Dental Office Reception Practicum (2) 
     and HLT F267—Medical Assisting Externship 
     Completion (2-4)…………………………………………………………4

4. Minimum credits required …………………………………………38-42
   * Students must earn a C- grade or better in each course.

**Medical/Dental Reception — Certificate Program**

1. Complete the general university requirements (page 114).
2. Complete the following certificate requirements:* 
   a. Complete 3 credits from one of the following communication courses: 
      - ABUS F271—Business Communications (3) 
      - or ENGL F111X—Introduction to Academic Writing (3)……..3
   b. Complete 3 credits from one of the following computation courses: 
      - MATH at the 100 level of higher (3) 
      - or HLT F116—Mathematics in Health Care (3)………………….3
   c. Complete the following human relations course: 
      - HLT F106—Human Behavior in Health Care………………….3
3. Complete the following:* 
   - CIOS F150—Computer Business Applications (3) 
     or CIOS elective at the F200 level (3) 
   - or HLT F130—Medical Office Technology (3)……………………3
   - HLT F100—Medical Terminology………………………………3
   - HLT F110—Professional Skills for the Workplace………………2
   - HLT F118—Medical Law and Ethics……………………………..2
   - HLT F122—First Aid and CPR…………………………………….1
   - HLT F132—Administrative Procedures I…………………………2
   - HLT F234—Administrative Procedures II…………………………4
   - HLT F236—Outpatient Health Care Reimbursement……………3
   - HLT F261—Medical/Dental Office Reception Practicum………..2
   - Approved HLT, CIOS, ABUS, HUMS, DEVS or COMM elective …………………………………………………………………………………2

4. Minimum credits required …………………………………………30-33
   * Students must earn a C- grade or better in each course.
Nursing Qualifications, Pre- — Certificate Program

1. Complete the general university requirements (page 115).
2. Complete the certificate requirements (page 115). As part of the certificate requirements, complete:
   \[ \text{Communications} \]
   - ENGL F111X—Introduction to Academic Writing ................. 3
   \[ \text{Computation} \]
   - DEVM F105—Intermediate Algebra (3)
   - or HLTH F116—Mathematics in Health Care (3)
   - or MATH at the 100 level or higher (3) .......................... 3
   \[ \text{Human Relations} \]
   - PSY F101—Introduction to Psychology ......................... 3

3. Complete the following program requirements:*
   \[ \text{ENG211X}—Academic Writing about Literature (3) \]
   or \[ \text{ENG213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   \[ \text{COMM213X}—Fundamentals of Communication: \]
   - Group Context (3)
   - or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   \[ \text{PSY240}—Lifespan Developmental Psychology .......... 3 \]
   \[ \text{HTLH203}—Science of Nutrition .................................. 3 \]
   \[ \text{BIOL213X}—Human Anatomy and Physiology .......... 4 \]
   \[ \text{BIOL214X}—Human Anatomy and Physiology II ........... 4 \]
   \[ \text{BIOL240}—Beginnings in Microbiology ..................... 4 \]

4. Complete one of the following clinical courses (4-9 credits)
   - HLTH F107—Nurse Aide Training .................................. 9
   - HLTH F111—Personal Care Attendant .............................. 4
   - HLTH F113—PCA to CNA Bridge .................................. 5
   - EMS F170—Emergency Medical Technician I .................. 6
   or other approved clinical course

5. Minimum credits required ............................................... 37-42
   * Students must earn a C- grade or better in each course.

Dental Assistant — A.A.S. Degree

1. Complete the general university requirements (page 115).
2. Complete the A.A.S. degree requirements (page 115).
3. Complete the following program (major) requirements:*  
   - DA F132—Administrative Procedures for the Dental Assistant ... 2
   - DA F150—Dental Radiography ......................................... 4
   - DA F151—Dental Infection Control .................................. 2
   - DA F152—Dental Materials and Applications .................. 4
   - DA F153—Anatomy for Dental Assistants ....................... 3
   - DA F251—Clinical Chairside I for Dental Assistants ....... 6
   - DA F252—Clinical Chairside II for Dental Assistants ....... 6
   - DA F253—Clinical Chairside III for Dental Assistants ...... 3
   - DA F254—Dental Assistant Practicum ............................. 4
   - HLTH F110—Professional Skills for the Workplace ........... 2
   - HLTH F114—Fundamentals of Anatomy and Physiology ...... 4
   - HLTH F212—First Aid and CPR .................................... 1
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]

4. Minimum credits required ............................................... 61
   * Students must earn a C- grade or better in each course.

Medical Assistant — A.A.S. Degree

1. Complete the general university requirements (page 115).
2. Complete the A.A.S. degree requirements (page 115)*.
3. Complete the following program (major) requirements:*  
   - CIOS F150—Computer Business Applications (3)
   - or appropriate CIOS elective (3)
   - or HLTH F130—Medical Office Technology (3) ................. 3
   - HLTH F100—Medical Terminology .................................. 3
   - HLTH F110—Professional Skills for the Workplace ........... 2
   - HLTH F114—Fundamentals of Anatomy and Physiology (4)
   - or BIOL F100X—Human Biology (4) ............................... 4
   - HLTH F118—Medical Law and Ethics ............................. 2
   - HLTH F122—First Aid and CPR .................................... 1
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X}—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X}—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X}—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X—Fundamentals of Communication: Public Context (3) \]
   or \[ \text{ENGL211X—Introduction to Academic Writing ....... 3 \]
   or \[ \text{ENGL213X—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM213X—preferred—Academic Writing About the Social and Natural Sciences (3) \]
   or \[ \text{COMM214X—Fundamentals of Communication: Public Context (3) \]

4. Minimum credits required .............................................. 60
   * Students must earn a C- grade or better in each course.
Certificate Requirements

Communication ............................................. 2-3 Credits
Complete one of the following:
- ENGL F111X—Introduction to Academic Writing ...................(3)
- ABUS F154—Business Relations ...................................(3)
- ABUS F155—Business Math ........................................(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ...(3)
- HLTH F106—Human Behavior in Health Care (s) .................(3)
- HUMS F120—Cultural Diversity in Human Services ..............(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND RHS F115—Issues of Personal Development .................(2)
- Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content .......(2-3)

Human Relations ............................................. 2-3 Credits
Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) ....(3)
- ABUS F154—Business Relations ...................................(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h)...(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ...(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ...(3)
- ED/PSY F245—Child Development (s) .............................(3)
- HLTH F106—Human Behavior in Health Care (s) .................(3)
- HUMS F120—Cultural Diversity in Human Services ..............(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND RHS F115—Issues of Personal Development .................(2)
- Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content .......(2-3)

Major specialty ............................................. at least 21 Credits

Electives to total ............................................. 30 Credits

Associate of Applied Science Requirements

Written Communication ................................. 6 Credits
Complete one of the following:
- ENGL F111X—Introduction to Academic Writing ...................(3)
- ABUS F154—Business Relations ...................................(3)
- ABUS F155—Business Math ........................................(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ...(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ...(3)
- ED/PSY F245—Child Development (s) .............................(3)
- HLTH F106—Human Behavior in Health Care (s) .................(3)
- HUMS F120—Cultural Diversity in Human Services ..............(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND RHS F115—Issues of Personal Development .................(2)
- Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content .......(2-3)

Human Relations ............................................. 3 Credits
Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) ....(3)
- ABUS F154—Business Relations ...................................(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h)...(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ...(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ...(3)
- ED/PSY F245—Child Development (s) .............................(3)
- HLTH F106—Human Behavior in Health Care (s) .................(3)
- HUMS F120—Cultural Diversity in Human Services ..............(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND RHS F115—Issues of Personal Development .................(2)
- Other program-approved discipline-based human relations course or discipline-based course with embedded human relations content .......(3)

Major specialty ............................................. at least 30 Credits

Electives to total ............................................. 30 Credits

Minimum credits required for degree ............................................. 60 Credits