

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to [fysenat@uaf.edu](mailto:fysenat@uaf.edu))

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)**

**SUBMITTED BY:**

Department	<b>Allied Health</b>	College/School	<b>UAF CTC</b>
Prepared by	<b>Kate Gappert</b>	Phone	<b>455-2823</b>
Email Contact	<b><u><a href="mailto:ksgappert@alaska.edu">ksgappert@alaska.edu</a></u></b>	Faculty Contact	<b>Christa Bartlett</b>

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

DEGREE PROGRAM	<b>Medical Assisting</b>
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	<b>A.A.S.</b>

**A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)**

Addition of HLTH F130 as option to requirements.

**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

CIOS F150--Computer Business Applications (3)  
 or appropriate CIOS elective (3) --3 credits  
 HLTH F100--Medical Terminology--3 credits  
 HLTH F110--Professional Skills for the Workplace--2 credits  
 HLTH F114--Fundamentals of Anatomy and Physiology (4)  
 or BIOL F100X--Human Biology (4)--4 credits  
 HLTH F118--Medical Law and Ethics--2 credits  
 HLTH F122--First Aid and CPR--1 credit  
 or current First Aid/CPR card  
 HLTH F132--Administrative Procedures I--2 credits  
 HLTH F142--Clinical Procedures I--4 credits  
 HLTH F208--Human Diseases--3 credits  
 HLTH F234--Administrative Procedures II--4 credits  
 HLTH F236--Healthcare Reimbursement--3 credits  
 HLTH F244--Clinical Procedures II--4 credits  
 HLTH F247--Introduction to Pharmacology--2 credits  
 HLTH F268--Medical Assisting Practicum (4)  
 or HLTH F261--Medical/Dental Office Reception Practicum (2)  
 and HLTH F267--Medical Assisting Externship Completion (2 - 4)--4 credits  
 Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective--3 - 7 credits

**C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:**  
(Underline new wording ~~strike through old wording~~ and use complete catalog format )

CIOS F150--Computer Business Applications (3)  
or appropriate CIOS elective (3)  
or HLTH F130 Medical Office Technology (3)--3 credits  
HLTH F100--Medical Terminology--3 credits  
HLTH F110--Professional Skills for the Workplace--2 credits  
HLTH F114--Fundamentals of Anatomy and Physiology (4)  
or BIOL F100X--Human Biology (4)--4 credits  
HLTH F118--Medical Law and Ethics--2 credits  
HLTH F122--First Aid and CPR--1 credit  
or current First Aid/CPR card  
HLTH F132--Administrative Procedures I--2 credits  
HLTH F142--Clinical Procedures I--4 credits  
HLTH F208--Human Diseases--3 credits  
HLTH F234--Administrative Procedures II--4 credits  
HLTH F236--Healthcare Reimbursement--3 credits  
HLTH F244--Clinical Procedures II--4 credits  
HLTH F247--Introduction to Pharmacology--2 credits  
HLTH F268--Medical Assisting Practicum (4)  
or HLTH F261--Medical/Dental Office Reception Practicum (2)  
and HLTH F267--Medical Assisting Externship Completion (2 - 4)--4 credits  
Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective--3 - 7 credits

**D. ESTIMATED IMPACT**

*WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.*

**This course already exists online. There will be no impact in budget, facility or faculty workload.**

**E. IMPACTS ON PROGRAMS/DEPTS:**

*What programs/departments will be affected by this proposed action?  
Include information on the Programs/Departments contacted (e.g., email, memo)*

**No major impact will be placed on any program. This change will actually cut down on the amount of petitions written.**

**F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:**

*Description of the student learning outcomes assessment process.)*

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

**Adding HLTH F130 as an option to this certificate increases the student's choices for the computer requirement. HLTH F130 Medical Office Technology was designed to give the health student a broad knowledge of different electronic medical record programs as well as the basic computer skills in CIOS F150.**

**APPROVALS:**

<i>Christa Bartlett</i>	Date	<i>4-20-12</i>
Signature, Chair, Program/Department of:		
<i>EP Mustat</i>	Date	<i>10-3-12</i>
Signature, Chair, College/School Curriculum Council for:		<i>CTC</i>
<i>Michael Sladner</i>	Date	<i>10-11-12</i>
Signature, Dean, College/School of:		<i>UAF CTC</i>

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

*Pete Pinner* *12/13/12*  
CRCD Dean date