HEALTH (HLTH)

HLTH F100  Medical Terminology
3 Credits
Offered Fall, Spring and Summer
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.
Cross-listed with MA F100.
Lecture + Lab + Other: 3 + 0 + 0

HLTH F105  Introduction to Health Careers
2 Credits
Offered As Demand Warrants
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.
Prerequisites: High school graduation or GED or permission of program coordinator.
Lecture + Lab + Other: 2 + 0 + 0

HLTH F106  Human Behavior in Health Care
(s)
3 Credits
Offered Fall and Spring
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.
Lecture + Lab + Other: 3 + 0 + 0

HLTH F107  Nurse Aide Training
9 Credits
Offered Fall, Spring and Summer
Teaches 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 clinical skills needed to take the National Nurse Aid Examination administered by the Alaska Board of Nursing to become a Certified Nurse Aide. Students must be in good physical condition and have documentation of the following vaccines: two chickenpox, hepatitis B series, two MMR’s, two 2-step PPD’s within previous 12 months of the clinical component of the class. Students are encouraged to have a titer drawn to prove immunity for the chickenpox, MMR and hepatitis B.
Corequisites: AHA BLS provider or healthcare provider CPR card and first aid card.
Lecture + Lab + Other: 2.5 + 3 + 0

HLTH F111  Personal Care Attendant Training
4 Credits
Offered As Demand Warrants
Designed to train personal care attendants in basic care necessary to assist nurses and to be efficient health care team members. Course qualifies students for state certificate of completion as personal care attendants. Eighty-eight (88) hours of class, lab and clinical practice are included. Requires criminal background check. Other immunizations as required by the clinical site. High school graduation or GED; Placement into or completion of DEV F055; Placement into or completion of WRTG F090. Students must be in good physical condition.
Prerequisites: Documentation of the following vaccines: Hepatitis B series, two MMRs, two chickenpox and a two-step PPD testing within previous 12 months of the clinical component of the class. Students are encouraged to have a titer drawn to prove immunity for the chickenpox, MMR and hepatitis B.
Corequisites: AHA BLS provider or healthcare provider CPR card and first aid card.
Lecture + Lab + Other: 2.5 + 3 + 0

HLTH F113  Personal Care Attendant to Nursing Assistant Bridge
5 Credits
Offered As Demand Warrants
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. Students must be in good physical condition, have current immunizations, and health care provider CPR card.
Prerequisites: High school graduation or GED; a 10th grade reading level by exam; HLTH F111 or on the job agency training plus two years experience and instructor approval.
Lecture + Lab + Other: 3 + 4 + 0

HLTH F114  Fundamentals of Anatomy and Physiology
4 Credits
Offered Fall and Spring
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.
Recommended: HLTH F100 or MA F100; high school biology and chemistry.
Cross-listed with MA F114.
Special Notes: Students should take HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.
Lecture + Lab + Other: 4 + 0 + 0

HLTH F116  Mathematics in Health Care
3 Credits
Offered Fall, Spring and Summer
Practical application of mathematics in health care, including arithmetic review, percentages, interest, ratio, proportion, dimensional analysis, metric system, medication calculation, graphs, charts and measurement instruments.
Prerequisites: DEV F054; or placement in DEV F055.
Lecture + Lab + Other: 3 + 0 + 0
HLTH F118  Medical Law and Ethics
2 Credits
Offered Fall and Spring
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.
**Lecture + Lab + Other:** 2 + 0 + 0

HLTH F122  First Aid and CPR for the Healthcare Provider
0 Credit
Offered Fall, Spring and Summer
This course is designed to meet the needs of the students entering the health care profession for a variety of entry-level jobs. The focus on recognizing the type of emergency interventions that exist, assessing the needs of the patient and performing interventions to benefit and help stabilize the patient for the first few minutes of an emergency, until EMS arrives. It is divided into two separate topics, first-aid and CPR, both based on the American Heart Association's curriculum. The first aid component is four hours in length. Students learn to safely assess people experiencing an illness or injury, perform immediate interventions and do no further harm until EMS arrives at their location. The CPR component in six hours in length and is the American Heart Association's basic life support of the healthcare providers course. It meets the requirements of any employee or volunteer needing proof that they are current with the recognized standards for CPR, which is the certification required to begin clinical practice. Includes first-aid certification and healthcare provider CPR certification (adult, child and infant/AED). This is an American Heart Association ten hour training.
**Lecture + Lab + Other:** 0 + 0 + 0

HLTH F124  Introduction to Medical Scribe Specialist
2 Credits
Offered Fall
Introduction to duties and responsibilities included in the scope of practice of the Medical Scribe in a variety of healthcare setting. Students will learn the expectations of providers when working with patients in "real time". Practice communication and interaction with providers, patients and families. Students will practice scribing using scenarios.
**Prerequisites:** Accuplacer: Placement into WRTG F110; ALEKS: Placement into or completion of DEV F055 or HLTH F116.
**Recommended:** HLTH F100.
**Lecture + Lab + Other:** 2 + 0 + 0

HLTH F126  Administrative Procedures for the Healthcare Worker
3 Credits
Offered Fall, Spring and Summer
Introduction to the responsibilities and duties required of medical office assistants and scribes in a variety of healthcare settings. Focus is on reception, scheduling of appointments, insurance, billing and coding, ethical and legal responsibilities, electronic health records, public relations, professionalism and working with the healthcare team.
**Prerequisites:** Placement into WRTG F110; Placement into DEV F055 or HLTH F116.
**Lecture + Lab + Other:** 3 + 0 + 0

HLTH F130  Medical Office Technology
3 Credits
Offered Fall and Spring
Introduces current and potential health care workers to computers in the medical office. Will study medical office management software and electronic health record systems. Includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts. Special fees may apply.
**Lecture + Lab + Other:** 3 + 0 + 0

HLTH F132  Administrative Procedures I
2 Credits
Offered As Demand Warrants
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 or GED.
**Lecture + Lab + Other:** 2 + 0 + 0

HLTH F135  ICD-10-CM Coding
3 Credits
Offered As Demand Warrants
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.
**Recommended:** HLTH F100.
**Lecture + Lab + Other:** 3 + 0 + 0

HLTH F203  Science of Nutrition
3 Credits
Offered Fall and Spring
Introduction to the principles of nutrition and its 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.
**Lecture + Lab + Other:** 3 + 0 + 0

HLTH F207  Medication Aide Course
6 Credits
Offered As Demand Warrants
Basic pharmacology and medication administration for certified nurse aides and personal care attendants. Includes drug delivery routes, classifications, effects and side effects. Communication principles, ethics, nursing process, and body structure and function will be reviewed. This course prepares the CNA to assist the RN or LPN to pass medications in health care settings as approved by the Alaska Board of Nursing and to sit for the National Council State Board of Nursing Medication Aide Certification Exam. The CNA student is not required to sit for the NCSBN MA Examination to pass the course. It will prepare the PCA to assist in the delivery of medications in ALH and private homes. Other vaccines may be required by the clinical site. Must have a current AHA BLS provider or healthcare provider CPR and first aid card.
**Prerequisites:** Current license as a CNA or PCA by the State of Alaska, have at least one full year of experience as a CNA/PCA, supply three letters of reference from healthcare professionals, Accuplacer sentence skills and reading comprehension total score of at least 110; ALEKS test score of at least 15; be 18 years of age or older; documentation of vaccines or titer for the following: Hepatitis B series, two MMRs, two chickenpox and a two-step PPD testing within previous 12 months of the clinical component of the class.
**Lecture + Lab + Other:** 4 + 4 + 0
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<th>Course Title</th>
<th>Credits</th>
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<th>Prerequisites</th>
<th>Corequisites</th>
<th>Lecture + Lab + Other</th>
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<td>Human Diseases</td>
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Notes:
- HLTH F100: Corequisites for HLTH F208
- HLTH F114: Corequisites for HLTH F208
- HLTH F124: Corequisites for HLTH F208
- HLTH F126: Corequisites for HLTH F208
- HLTH F130: Corequisites for HLTH F208
- HLTH F208: Corequisites for HLTH F208
- HLTH F234: Corequisites for HLTH F208
- HLTH F236: Corequisites for HLTH F208
- HLTH F237: Corequisites for HLTH F208
- HLTH F238: Corequisites for HLTH F208
- HLTH F239: Corequisites for HLTH F208
- HLTH F255: Corequisites for HLTH F208
- HLTH F260: Corequisites for HLTH F208

All courses include standard corequisites and lecture + lab + other components as indicated.
HLTH F261   Medical/Dental Office Reception Practicum
2 Credits
Offered As Demand Warrants
Provides the student with 80 hours of practicum work in a medical or dental office, with additional time required for meeting with the campus practicum coordinator. Students will be expected to perform any and all duties of a receptionist in a medical/dental care setting. Satisfies practicum experience requirement for Medical/Dental Reception certificate. May be used to partially satisfy practicum experience requirement of Medical Assistant A.A.S. degree certificate.
Prerequisites: HLTH F122; enrollment by special permission only.
Recommended: Students taking MA F261 should have passed MA F144 and students taking HLTH F261 should have passed HLTH F132 and HLTH F234.
Cross-listed with MA F261.
Special Notes: Students part of the Medical Assisting program should take the MA F261 section of this course.
Lecture + Lab + Other: 0 + 0 + 6