

HFA1 Healthcare Office Assistant Completion Checklist

Name: _____ ID# _____
Address: _____ Ph# _____

Course #	Course Name	Credit Hours	Grade	Semester /Year
ENGL 1010	Fundamentals of English I	3		
COMP 1000 or BUSN 1000	Introduction to Computers Computers in Healthcare	3		
BUSN 1010 OR	Medical Terminology, Anatomy, and Diseases for Business	6		
1 of BUSN 2300 or ALHS 1090 AND	Medical Terminology, Medical Terminology for AHS AND	2 3 3		
1 of BUSN 2310, ALHS 1010, ALHS 1011, or BIOL 2113, BIOL 2113L AND	Anatomy and Terminology for the MAS, Structure/Function for the Human Body Anatomy and Physiology I AND			
MAST 1120	Human Pathological Conditions in the Medical Office			
BUSN 1440	Document Production	4		
BUSN 1015	Introduction to Healthcare Reimbursement	3		
BUSN 2340	Healthcare Administrative Procedures	4		
BUSN 2350	Electronic Health Records	3		

Total Credits: 26

ASSET: Reading – 38; Writing – 35; Numerical – 35; COMPASS: Reading – 70; Pre-Algebra – 26; Writing – 32
Accuplacer Reading Comp.: 55 NextGen ACC Reading: 224
Accuplacer Sentence Skills: 60 NextGen ACC Sentence Skills: 236
Accuplacer Arithmetic: 34 NextGen ACC Arithmetic: 229
Accuplacer Elementary Algebra: N/A