

HFA1 Healthcare Office Assistant Completion Checklist

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

Course #	Course Name	Credit/Lect/ Labs/ Contact Hours	Grade	Semester/ Year
ENGL 1010	Fundamentals of English I	3/3/0/3		
COMP 1000 or BUSN 1000 or	Introduction to Computer Literacy Computers in Healthcare	3/1.667/2.667/ 4.334 3/1/4/5		
BUSN 1010 or BUSN 2300 or ALHS 1090 and	Medical Terminology, Anatomy, and Diseases for Business Medical Terminology	6/6/0/6 2/2/0/2		
BUSN 2310, ALHS 1010 or ALHS 1011 or BIOL 2113 and 2113L and	Anatomy and Terminology for the MAS	3/3/0/3		
MAST 1120	Human Disease	3/3/0/3		
BUSN 1440	Document Production	4/1/6/7		
BUSN 1015	Introduction to Healthcare Reimbursement	3/3/0/3		
BUSN 2340	Healthcare Administrative Procedures	4/2/4/6		
BUSN 2350 or HIMT 1250	Electronic Health Records Health Record Content and Structure	3/1/4/5 2		

TOTAL CREDITS NEEDED FOR GRADUATION: 26

COMPASS: Reading – 70; Writing – 32; Numerical – 26

ASSET: Reading – 38; Writing – 37; Numerical – 32

Accuplacer Reading Comp.: 55

Accuplacer NextGen: Reading: 224

Accuplacer Sentence Skills: 60

Accuplacer NextGen: Writing: 236

Accuplacer Elementary Numerical: 34

Accuplacer NextGen: Numerical: 229

SAT: Reading – 16; Writing – 15; Numerical – 18

PSAT: (after March 2016) Reading – 16; Writing – 15; Numerical – 18

ACT/PACT: Reading – 14; Writing – 13; Numerical – 14

GAHSGT: Reading – 235; Writing – 235 GA Milestones: ELA: Reading – 525; Writing – 525

GED: (2014 and after): Reading – 145; Numerical – 145 HOPE GPA (after 10th grade): 2.6

If an applicant has earned an AAS/AS or higher, they are eligible for diploma level courses.