

HFA1 Healthcare Office Assistant Completion Checklist

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

Course #	Course Name	Credit/ Contact Hours	Grade	Semester/ Year
ENGL 1010	Fundamentals of English I	3//3		
COMP 1000	Introduction to Computer Literacy	3/4.334		
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6/6		
BUSN 1440	Keyboarding and Document Formatting	4/7		
BUSN 1015	Introduction to Healthcare Reimbursement	3/3		
BUSN 2340	Healthcare Administrative Procedures	4/6		
BUSN 2350	Electronic Health Records	3/5		

TOTAL CREDITS NEEDED FOR GRADUATION: 26

Fall Start <i>Estimated Completion:</i> Summer1	Spring Start <i>Estimated Completion:</i> Spring2	Summer Start <i>Estimated Completion:</i> Summer2
Fall1 BUSN 1010 COMP 1000 ENGL 1101* Credits: 12 Spring1 BUSN 1015 BUSN 1460 BUSN 2340 Credits: 11 Notes: FT NOT achievable Summer1 BUSN 2350** Credits: 3	Spring1 BUSN 1010 COMP 1000 ENGL 1101* Credits: 12 Summer1 BUSN 1015 Credits: 3 Fall1 BUSN 2350 BUSN 1460 Credits: 7 Notes: FT NOT achievable Spring2 BUSN 2340 Credits: 4 Notes: FT NOT achievable	Summer1 COMP 1000 ENGL 1101* Credits: 6 Fall1 BUSN 1010 BUSN 1460 Credits: 10 Notes: FT NOT achievable Spring1 BUSN 1015 BUSN 2340 Credits: 7 Notes: FT NOT achievable Summer2 BUSN 2350** Credits: 3