

# 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 1000	<b>OR</b> Computers in Healthcare	3/5		
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6/6		
BUSN 1440	Document Production (CoR COMP 1000)	4/7		
BUSN 1015	Introduction to Healthcare Reimbursement Prereq. (BUSN 1010)	3/3		
BUSN 2340	Healthcare Administrative Procedures Prereq. (BUSN 1010)	4/6		
BUSN 2350	Electronic Health Records Prereq. (BUSN 1010, COMP 1000) Coreq BUSN 1440)	3/5		

**TOTAL CREDITS NEEDED FOR GRADUATION: 26**