



Health Information Management (HIM) AAS Degree Online Learning Equipment & Skills Requirements Checklist

Equipment Requirements

- ✓ A functioning computer
- ✓ Good Internet connection

Required Technical Knowledge and Skills

- ✓ Knowledge of terminology, such as *browser, application, etc.*
- ✓ Understanding of basic computer hardware and software; ability to perform computer operations
- ✓ Internet skills (connecting, accessing, using browsers) and ability to perform online research using various search engines and library databases
- ✓ Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow threads), chats, and messengers.
- ✓ Strong reading and writing skills
- ✓ Self-motivated and independent learner
- ✓ Time commitment
- ✓ Time management
- ✓ Active Learner
- ✓ Ability to adhere to a unique set of online behavior guidelines (Netiquette):
 - Be friendly, positive and self-reflective
 - Use proper language and titles
 - Use effective communication
 - Professionalism
 - Ask for clarification

PLEASE READ CAREFULLY AND SIGN BELOW

To be successful in the HIM AAS Degree online program, I confirm that I have the needed equipment requirements and technical knowledge and skills as listed in the *Online Learning Equipment and Skills Requirement Checklist* above.

Signature: _____ Date: _____

Type First Name

Type Last Name

eMail With Complete Application Packet
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