

LIBERTY UNIVERSITY

ONLINE ACADEMY

Associate of Applied Science in Medical Office Assistant

High School Diploma (Standard)

Diploma Completion Plan

Important: This diploma plan is effective from the time the student begins the program. This plan will remain in effect for students who do not break enrollment or who do not change programs.

STANDARD DIPLOMA (15.5 credits)

<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>
<u>English (3 credits)</u>				<u>Health & PE (2 credits)</u>			
English 9	1	_____	_____	Health & PE I	1	_____	_____
English 10	1	_____	_____	Health & PE II	1	_____	_____
British Lit	.5	_____	_____				
American Lit	.5	_____	_____				
 <u>Mathematics (3 credits)</u>							
Algebra I	1	_____	_____				
Geometry	1	_____	_____				
Algebra II	1	_____	_____				
 <u>Laboratory Science (2 credits)</u>							
Earth Science	1	_____	_____				
Chemistry	1	_____	_____				
 <u>History & Social Science (2.5 credits)</u>							
World History I	1	_____	_____				
or World History II	1	_____	_____				
US History	.5	_____	_____				
Virginia History							
 <u>Economics & Personal Finance (1 credit)</u>							
Economics	.5	_____	_____				
Personal Finance	.5	_____	_____				
 <u>Bible (2 credits)</u>							
Survey of the Bible	1	_____	_____				
Apologetics	1	_____	_____				

Important: This degree plan is effective for those starting this degree program in fall 2022 through summer 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs, concentrations or cognates.

GENERAL EDUCATION/

FOUNDATIONAL SKILLS REQUIREMENTS (36-39 hours)

Course		Hrs	Sem	Grade
Communication & Information Literacy (9 hours)¹				
ENGL 101	Composition & Rhetoric	3	_____	_____
_____	Communications Elective	3	_____	_____
_____	Information Literacy Elective	3	_____	_____

Technological Solutions & Quantitative Reasoning (6-9 hours)¹

BUSI 101	Introduction to Business			
or BUSI201	Intermediate Business Computer Apps.	3	_____	_____
UNIV 104	Instructional Tech. for Online Learning	0-3	_____	_____
MATH _____	Math Elective (MATH 114 or higher)	3	_____	_____

Critical Thinking (4 hours)¹

RLGN 104	Christian Life & Biblical Worldview ²	4	_____	_____
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Civic & Global Engagement (3 hours)¹

_____	Cultural Studies Elective	3	_____	_____
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Social & Scientific Inquiry (6 hours)¹

PSYC 101	General Psychology			
or SOCI200	Introduction to Sociology	3	_____	_____
_____	Natural Science Elective	3	_____	_____

Christianity & Contexts (8 hours)¹

BIBL 104	Survey of Old & New Testament	4	_____	_____
THEO 104	Introduction to Theology Survey ²	4	_____	_____

Course		Hrs	Sem	Grade
Major Foundational Courses (3-12 hours)				
COMS 101	Speech Communication ³	3	_____	_____
ENGL 103	Technical Comm. for the Professions ³	3	_____	_____
HLTH 211	Applied Anatomy & Physiology I ³	3	_____	_____
HLTH 212	Applied Anatomy & Physiology II ³	3	_____	_____

MAJOR

Core (25 hours)				
AMOA 203	Medical Office Systems & Procedures	3	_____	_____
AMOA 204	Medical Office Insurance	3	_____	_____
AMOA 206	Medical Office Billing & Bookkeeping	3	_____	_____
AMOA 207	Medical Office Coding	3	_____	_____
AMOA 254	Medical Office Infection Control	3	_____	_____
AMOA 256	Medical Office Ethics & Law	3	_____	_____
AMOA 296	Externship			
or HLTH 105	Introduction to the Health Professions	3	_____	_____
CRST 290	History of Life	3	_____	_____
NURS 105	Medical Terminology	1	_____	_____

Notes

All applicable prerequisites must be met

¹Refer to the list of approved general education electives at www.liberty.edu/gened before enrolling in foundational skills requirements

²Students transferring in 45 or more UG credit hours will have the requirement of RLGN 104 waived; Students transferring in 60 or more UG credit hours will also have the requirement of THEO 104 waived

³Courses may also fulfill select General Education Requirements. Please refer to the list of approved general education electives at www.liberty.edu/gened

Suggested Course Sequence on third page

Graduation Requirements

64 Total Hours

2.0 Overall grade point average

Grade of 'C' Minimum required for all upper-level courses in the major

25% Of major taken through Liberty University

16 Hours must be completed through Liberty University

Grad App Submission of Graduation Application must be completed within the last semester of a student's anticipated graduation date

SUGGESTED COURSE SEQUENCE

8th Grade

Algebra I

9th Grade

Geometry
English 9
Health & PE I
Earth Science
World History
VA History
Personal Finance
Survey of the Bible

10th Grade

Algebra II
English 10
Health & PE II
Chemistry
US History
British Lit
American Lit
Economics
Apologetics

10th Grade Summer

UNIV 104
GOVT 220

11th Grade Fall

ENGL 101
RLGN 104
ENGL 102
BIBL 104

11th Grade Spring/Summer

COMS 101
HLTH 211
PSYC 101
HLTH 212
MATH 115 (Summer)
BUSI 101 (Summer)
NURS 105 (Summer)

12th Grade Fall

CRST 290
HLTH 105 & AMOA 203
AMOA 204
AMOA 206

12th Grade Spring

THEO 104
AMOA 207
AMOA 254
AMOA 256

Notes

All applicable prerequisites must be met.

Refer to the list of approved general education electives at www.liberty.edu/gened before enrolling in foundational skills requirements (Dual Enrollment courses only)

Refer to the list of approved high school electives at www.liberty.edu/online-academy/online-high-school/ under "Elective courses"