

# LIBERTY UNIVERSITY ONLINE ACADEMY

## Medical Office Assistant Certificate High School Diploma (Standard) Diploma Completion Plan (2026–2027)

**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.

Course	Credit	Year	Grade	Course	Credit	Year	Grade
<b>English (4 credits)</b>				<b>Bible (Up to 4 credits)<sup>5</sup></b>			
LAN0900: English 9	1	_____	_____	BIB0900: Survey of the Bible	1	_____	_____
LAN1000: English 10	1	_____	_____	BIB1000: Apologetics	1	_____	_____
LAN1100: English 11	1	_____	_____	BIBB150: Living a Godly Life (M)			
LAN1200: English 12	1	_____	_____	OR BIBG150: Living a Godly Life (F)	1	_____	_____
<b>Mathematics (3 credits)<sup>1</sup></b>				BIB2150: Global Studies	0.5	_____	_____
<i>Choose 3 of the following:</i>				<i>Bible Elective</i>	0.5	_____	_____
MAT0900: Algebra I	1	_____	_____	<b>Health &amp; PE (2 credits)<sup>6</sup></b>			
MAT1000: Geometry	1	_____	_____	HPEB100 OR HPEG100: Health I	0.5	_____	_____
MAT1100: Algebra II	1	_____	_____	HPEB150 OR HPEG150: PE I	0.5	_____	_____
MAT1200: Pre-Calculus				HPEB200 OR HPEG200: Health II	0.5	_____	_____
MAT1300: Calculus				HPEB250 OR HPEG250: PE II	0.5	_____	_____
MAT1400: Computer Mathematics				<b>Electives (6 credits total)</b>			
<b>Laboratory Science (3 credits)<sup>2</sup></b>				<i>Fine Arts or Career &amp; Technology (1 credit)<sup>7</sup></i>			
<i>Choose 3 of the following:</i>				APP2050: Academic & Career Success	0.5	_____	_____
SCI0900: Earth Science	1	_____	_____	SCI3105: Medical Terminology <sup>10,11</sup>	0.5	_____	_____
SCI1000: Biology	1	_____	_____	<i>World Lang, Fine Arts, or Career &amp; Tech (1 credit)<sup>7</sup></i>			
SCI1100: Chemistry	1	_____	_____	HPE3211: Applied Anatomy			
SCI1200: Physics				& Physiology I <sup>10,11</sup>	0.5	_____	_____
SCI2100: Anatomy & Physiology				HPE3212: Applied Anatomy			
<b>History &amp; Social Science (3 credits)<sup>3</sup></b>				& Physiology II <sup>10,11</sup>	0.5	_____	_____
HIS0900: World History I				<i>General Electives (4 credits)<sup>8</sup></i>			
OR HIS0950: World Geography				SCI3206: Medical Office Billing			
OR HIS1000: World History II	1	_____	_____	& Bookkeeping <sup>10,11</sup>	0.5	_____	_____
HIS1100: United States History	1	_____	_____	SCI3256: Medical Office Ethics			
HIS1146: Virginia History	0.5	_____	_____	& Law <sup>10,11</sup>	0.5	_____	_____
HIS1201: Government	0.5	_____	_____	SCI3203: Medical Office Systems &			
<b>Economics &amp; Personal Finance (1 credit)<sup>4</sup></b>				Procedures <sup>10,11</sup>	0.5	_____	_____
HIS1202: Economics	0.5	_____	_____	SCI3204: Medical Office Insurance <sup>10,11</sup>	0.5	_____	_____
APP2500: Personal Finance Literacy	0.5	_____	_____	_____			
				_____			
				_____			
				_____			

### Notes

- Math: 3 credits (Algebra I or higher).
- Lab Sciences: 3 credits including a minimum of 2 distinct disciplines.
- History: 1 credit of World Hist/Geo, 1 credit of US Hist, 0.5 credits of VA Hist, and 0.5 credits of Gov.
- Econ: 0.5 credits of Personal Finance and 0.5 credits of Economics.
- Bible: 1 credit for every year as a full-time LUOA student.
- Health & PE: 2 credits including a minimum of 0.5 credits in each subject.
- Lang/FA/CTE: 2 credits of a Foreign Lang, Fine Arts, or Career & Tech electives (no more than 1 credit of lang allowed).
- 22+ total credits plus 1 Bible credit for every year as a full-time LUOA student required for graduation.
- To find Dual Enrollment courses visit our [Course Finder](#)
- Dual enrollment courses taken in LU Online.
- All applicable prerequisites must be met.

### Graduation Requirements

- 22 + Bible** Minimum credits.<sup>5</sup>
- Grade of D** Min grade to pass high school courses.
- Grade of C** Minimum grade required to apply upper-level dual enrollment courses.
- Sr Year** Must be full time at LUOA.
- 5.5** Credits must be taken at LUOA.
- 2.0** Maximum dual enrollment credits that may be transferred.
- 3.0** Minimum LUOA grade point average to remain in program
- 2.0** Minimum dual enrollment grade point average
- Grad App** Must submit graduation applications within the semester of the anticipated graduation.

## SUGGESTED COURSE SEQUENCE

9 <sup>th</sup> Grade	Credits
BIB0900: Survey of the Bible	1
MAT0900: Algebra I	1
HIS0900: World History I	1
SCI0900: Earth Science	1
LAN0900: English 9	1
HPEB/G100: Boys <u>or</u> Girls Health I	0.5
HPEB/G150: Boys <u>or</u> Girls PE I	0.5
APP2050: Academic & Career Success	0.5
<b>Total:</b>	<b>6.5</b>

10 <sup>th</sup> Grade	Credits
BIB1000: Apologetics	1
MAT1000: Geometry	1
HIS1146: VA History	0.5
SCI1000: Biology	1
LAN1000: English 10	1
HPEB/G200: Boys <u>or</u> Girls Health I	0.5
HPEB/G250: Boys <u>or</u> Girls PE I	0.5
<i>General Electives</i>	1
<b>Total:</b>	<b>6.5</b>

11 <sup>th</sup> Grade	Credits
BIBB/G150: Living a Godly Live (Male <u>or</u> Female)	1
MAT11000: Algebra II	1
HIS1100: US History	1
SCI1100: Chemistry	1
LAN1000: English 11	1
SCI3105: Medical Terminology ( <i>Fall</i> ) <sup>10,11</sup>	0.5
<i>General Electives</i>	1
SCI3203: Medical Office Systems & Procedures ( <i>Spring</i> ) <sup>10,11</sup>	0.5
<b>Total:</b>	<b>7</b>

12 <sup>th</sup> Grade	Credits
LAN1200: English 12	1
BIB2150: Global Studies ( <i>Fall</i> )	0.5
HIS1201: Government ( <i>Fall</i> )	0.5
SCI3206: Medical Office Billing & Bookkeeping ( <i>Fall</i> ) <sup>10,11</sup>	0.5
HPE3211: Applied Anatomy & Physiology I ( <i>Fall</i> ) <sup>10,11</sup>	0.5
<i>Bible Elective (Spring)</i>	0.5
HIS1202: Economics ( <i>Spring</i> )	0.5
APP2500: Personal Finance ( <i>Spring</i> )	0.5
HPE3212: Applied Anatomy & Physiology II ( <i>Spring</i> ) <sup>10,11</sup>	0.5
SCI3204: Medical Office Insurance ( <i>Spring</i> ) <sup>10,11</sup>	0.5
SCI3256: Medical Office Ethics & Law ( <i>Spring</i> ) <sup>10,11</sup>	0.5
<b>Total:</b>	<b>6</b>