

LIBERTY UNIVERSITY

ONLINE ACADEMY

Medical Office Assistant Certificate High School Diploma (Standard) Diploma Completion Plan (2025–2026)

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
English (4 credits)				Bible (Up to 4 credits) ⁵			
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	_____	_____
Mathematics (3 credits) ¹				BIB2150: Global Studies	0.5	_____	_____
<i>Choose 3 of the following:</i>				<i>Bible Elective</i>	0.5	_____	_____
MAT0900: Algebra I	1	_____	_____	Health & PE (2 credits) ⁶			
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				Electives (6 credits total)			
Laboratory Science (3 credits) ²				<i>Fine Arts or Career & Technology (1 credit) ⁷</i>			
<i>Choose 3 of the following:</i>				APP2050: Academic & Career Success	0.5	_____	_____
SCI0900: Earth Science	1	_____	_____	SCI3105: Medical Terminology ^{10,12}	0.5	_____	_____
SCI1000: Biology	1	_____	_____	<i>World Lang, Fine Arts, or Career & Tech (1 credit) ⁷</i>			
SCI1100: Chemistry	1	_____	_____	HPE3211: Applied Anatomy			
SCI1200: Physics				& Physiology I ^{10,12}	0.5	_____	_____
SCI2100: Anatomy & Physiology				HPE3212: Applied Anatomy			
History & Social Science (3 credits) ³				& Physiology II ^{10,12}	0.5	_____	_____
HIS0900: World History I				<i>General Electives (4 credits) ⁸</i>			
OR HIS0950: World Geography				SCI3206: Medical Office Billing			
OR HIS1000: World History II	1	_____	_____	& Bookkeeping ^{10,12}	0.5	_____	_____
HIS1100: United States History	1	_____	_____	SCI3256: Medical Office Ethics			
HIS1146: Virginia History	0.5	_____	_____	& Law ^{10,12}	0.5	_____	_____
HIS1201: Government	0.5	_____	_____	SCI3203: Medical Office Systems &			
Economics & Personal Finance (1 credit) ⁴				Procedures ^{10,12}	0.5	_____	_____
HIS1202: Economics	0.5	_____	_____	SCI3204: Medical Office Insurance ^{10,12}	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).
- For a list of approved high-school electives, see <https://www.liberty.edu/online-academy/online-high-school/> under Elective Courses. See www.liberty.edu/gened for gen ed options.
- A min of 22 total credits plus 1 Bible credit for every year as a full-time LUOA stu is required for grad.
- All prerequisites must be satisfied.
- To find Dual Enrollment courses that meet certain high school credit requirements, visit <https://www.liberty.edu/online-academy/dual-enrollment-courses/> under A La Carte.
- Dual enrollment courses taken in LU Online. See www.liberty.edu/gened for gen ed options.
- No grade of D may be applied to DE courses.

Graduation Requirements

22 + Bible⁵	Minimum credits.
Grade of D¹³	Minimum required to pass.
Sr Year	Senior year must be full time at LUOA to graduate.
5.5	Credits must be taken at LUOA.
Grad App	Submission of the student's graduation application must be completed within the last semester of the anticipated graduation date.

SUGGESTED COURSE SEQUENCE

9 th 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
Total:	6.5

10 th 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
Total:	6.5

11 th 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>) ^{10, 12}	0.5
<i>General Electives</i>	1
SCI3203: Medical Office Systems & Procedures (<i>Spring</i>) ^{10, 12}	0.5
Total:	7

12 th 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>) ^{10, 12}	0.5
HPE3211: Applied Anatomy & Physiology I (<i>Fall</i>) ^{10, 12}	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>) ^{10, 12}	0.5
SCI3204: Medical Office Insurance (<i>Spring</i>) ^{10, 12}	0.5
SCI3256: Medical Office Ethics & Law (<i>Spring</i>) ^{10, 12}	0.5
Total:	6