CONTINE ACADEMY

Associate of Applied Science in Medical Office Assistant 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	ent or wno do not change pr Credit Year Grade	Course	Credit Year Grade
English (4 credits)		Health & PE (2 credits) 6	
LAN0900: English 9	1	HPEB100 OR HPEG100: Health I	0.5
LAN1000: English 10	1	HPEB150 OR HPEG150: PE I	0.5
LAN1100: English 11	1	HPEB200 OR HPEG200: Health II	
LAN3101: Composition & Rhetoric ¹¹	0.5	HPEB250 OR HPEG250: PE II	0.5
LAN3104: Technical Communications		Electives (9 credits total)	
for the Professions ¹¹	0.5	Fine Arts or Career & Technology (1 cre	adit)
Mothematics (2 anality) 1		CSB3101: Instructional Technology for	
Mathematics (3 credits) ¹ MAT0900: Algebra I	1	Online Learning ¹¹	0.5
MAT10900: Algebra 1 MAT1000: Geometry	1	LUO MATH Elective ^{11,13}	0.5
MAT1100: Geometry MAT1100: Algebra II	1		0.5
e e	1	World Languages, Fine Arts, or Career	
Laboratory Science (3 credits) ²		& Technology (1 credits) 7	
SCI0900: Earth Science	1	LUO Cultural Studies Elective ^{11,15}	0.5
SCI1000: Biology		CSB3102: Introduction to Business ¹¹	
OR SCI1100: Chemistry	1 0.5 0.5	OR CSB3201: Intermediate Business	
LUO Natural Science Elective 11,17	0.5	Computer Applications ¹¹	0.5
LUO Natural Science Elective Lab ^{11,17}	0.5	General Electives (7 credits)	
History & Social Science (3 credits) ³		LAN3103: Speech Communication ¹¹	0.5
HIS0900: World History I		BIB3107: Christian Life & Biblical	
OR HIS1000: World History II		Worldview ¹¹	0.5
OR HIS0950: World Geography	1	ASC3101: General Psychology ¹¹	
HIS1100: US History	1	OR ASC3200: Intro. To Sociology ¹¹	0.5
HIS1201: Government	0.5	HPE3211: Applied Anatomy &	
HIS1146: Virginia History	0.5	Physiology I for Associates Degree ¹¹	0.5
·		HPE3212: Applied Anatomy &	
Economics & Personal Finance (1 cre	dit) ⁴	Physiology II for Associates Degree ¹	1 0.5
HIS1202: Economics	0.5	SCI3203: Medical Office Systems	
APP2500: Personal Finance	0.5	& Procedures ¹¹	0.5
Bible (Up to 3 credits) ⁵		SCI3204: Medical Office Insurance ¹¹	0.5
BIB0900: Survey of the Bible	1	SCI3206: Medical Office Billing &	
BIB1000: Apologetics	1	Bookkeeping ¹¹	0.5
BIB3106: Survey of Old & New	·	SCI3207: Medical Office Coding ¹¹	0.5
Testament ¹¹	0.5	SCI3254: Medical Office Infection	
BIB3104: Introduction to Theology	0.5	Control ¹¹	0.5
Survey ¹¹	0.5	SCI3256: Medical Office Ethics & Law ¹	0.5
~ 5.5		HPE3105: Introduction to the Health	
		Professions ¹¹	0.5
		BIB3290: History of Life ¹¹	0.5
		SCI3105: Medical Terminology ¹¹	0.5

Notes

- 1. Math: 3 credits (Algebra I or higher).
- 2. Lab Sciences: 3 credits including a minimum of 2 distinct disciplines.
- 3. History: 1 credit of World Hist/Geo, 1 credit of US Hist, 0.5 credits of VA Hist, and 0.5 credits of Gov.
- 4. Econ: 0.5 credits of Personal Finance and 0.5 credits of Economics.
- 5. Bible: BIB0900 may be waived for students entering LUOA after the 9th grade.
- 6. Health & PE: 2 credits including a minimum of 0.5 credits in each subject. B: Boys; G: Girls.
- 7. Lang/FA/CTE: 2 credits of a lang, fine arts, or career & tech (no more than 1 credit of lang).8
- 8. 22+ total credits plus 1 Bible credit for every year as a full-time LUOA stu. required for grad.
- 9. 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.
- 10. No more than two dual courses may be transferred from another institution.
- 1. Dual enrollment courses taken in LU Online.
- 12. All applicable prerequisites must be met.
- 13. Choose from: MAT3114, MAT3115, MAT3117, or MAT3121
- 4. Choose from: LAN3103, CSB3300, MAT3270, or GLS3220
- 15. Choose from: ART3105 or MUS3103
- 16. Choose from: LAN3201, LAN3202, LAN3216, or LAN3221
- 17. Choose from: SCI3101 and SCI3103, SCI3121 and SCI3122, or PHY3101 and PHY3103

Graduation Requirements

22–26 Minimum total credits.⁵

Grade of D Min grade to pass high school courses.

Grade of C Minimum grade required to pass upper-

level dual enrollment courses.

Sr Year Must be full time at LUOA.

- **5.5** Credits must be taken at LUOA.
- 10 Minimum dual enrollment credits required.
- 3 Minimum dual enrollment credits that must be taken through LUO.
- 25% Minimum dual enrollment courses that must be taken through LUO.
 - 2.0 Minimum dual enrollment grade point average.

Grad App Must submit graduation applications within the semester of the anticipated graduation.

SUGGESTED COURSE SEQUENCE

8 th Grade	Credits	9th Grade	Credits
MAT0900: Algebra I	1	BIB0900: Survey of the Bible	1
		LAN0900: English 9	1
		SCI0900: Earth Science	1
		MAT1000: Geometry	1
		HPEB/G100: Boys or Girls Health I	0.5
		HPEB/G150: Boys or Girls PE I	0.5
		HIS0900: World History I	1
	Total: 1		al: 6
10 th Grade	Credits	10 th Grade Summer	Credits
BIB1000: Apologetics	1	CSB3101: Instructional Technology for	
LAN1000: English 10	1	Online Learning ¹¹	0.5
MAT1100: Algebra II	1	BIB3107: Christian Life & Biblical	
SCI1000: Biology	1	Worldview ¹¹	0.5
HIS1100: United States History	1	SCI3105: Medical Terminology ¹¹	0.5
HIS1146: Virginia History	0.5	LUO Cultural Studies Elective ¹¹	0.5
HPEB/G200: Boys <u>or</u> Girls Health II	0.5	Eco Cuttural Studies Elective	0.5
HPEB/G200: Boys or Girls PE II	0.5		
111	Total: 6.5	Tot	al: 2
11 th Grade Fall	Credits	11 th Grade Spring/Summer	Credits
LAN1100: English 11	1	CSB3201: Intermediate Business	
HIS1201: Government	0.5	Computer Applications ¹¹	0.5
LUO Natural Sciences Elective ¹¹	0.5	BIB3106: Survey of Old & New Testament ¹¹	0.5
LUO Natural Sciences Elective Lab ¹¹	0.5	HPE3211: Applied Anatomy & Physiology I ¹	
		SCI3203: Medical Office Systems	
		& Procedures ¹¹	0.5
		SCI3204: Medical Office Insurance ¹¹	0.5
		ASC3101: General Psychology ¹¹ (Summer)	0.5
		HPE3105: Introduction to the Health	0.5
		Professions ¹¹ (Summer)	0.5
		LAN3101: Composition & Rhetoric ¹¹ (Summa	
		APP2500: Personal Finance ¹¹ (Summer)	0.5
		BIB3290: History of Life ¹¹ (Summer)	0.5
	Total: 2.5		al: 5
	10tal: 2.5	100	ai: 5
12 th Grade Fall	Credits	12th Grade Spring	Credits
LAN3103: Speech Communication ¹¹	0.5	LAN3104: Technical Communications for the	
HIS1202: Economics	0.5	Professions ¹¹	0.5
BIB3104: Introduction to Theology Survey ¹¹ 0.5		LUO MATH Elective 11,13	0.5
HPE3212: Applied Anatomy & Physiology II ¹¹ 0.5		SCI3207: Medical Office Coding ¹¹	0.5
SCI3206: Medical Office Billing		SCI3254: Medical Office Infection Control ¹¹	0.5
& Bookkeeping ¹¹	0.5	SCI3256: Medical Office Ethics & Law ¹¹	0.5
	Total: 2.5		al: 2.5