

# LIBERTY UNIVERSITY

## ONLINE ACADEMY

### Associate of Applied Science – Medical Office Assistant: Course Descriptions

#### Summer Semester after 10<sup>th</sup> Grade

##### **UNIV 104 (CSB 3101) – Instructional Technology for Successful Online Learning**

Designed to equip students for success as they transition into the online classroom, this course offers strategic information tailored to ensure academic excellence in this unique learning environment; this information includes Liberty University's foundations and beliefs, Liberty University Online resources for success, Blackboard navigation techniques, time management strategies, the adult learner's responsibilities, methods for identifying and avoiding academic misconduct, scholarly research tactics, and approaches for selecting the appropriate courses towards completion of the preferred degree program.

*College Credits: 3*

##### **GOVT 220 (HIS 3220) – American Government**

The issues, interest and institutions of American politics, emphasizing the struggle between liberalism and conservatism.

*College Credits: 3*

#### 11<sup>th</sup> Grade - Fall Semester

##### **ENGL 101 (LAN 3101) – Composition & Rhetoric**

Through the critical engagement of a variety of texts, including written, oral, and visual, this course prepares students to become careful readers, critical thinkers, and skilled writers. Drawing upon rhetorical theory, it emphasizes the practices of analytical reading, informed reasoning, effective writing, and sound argumentation. The course requires 4,000 words of writing in no fewer than five writing projects, three of which are argumentative essays incorporating external sources.

*College Credits: 3*

##### **RLGN 104 (BIB 3107) – Christian Life & Biblical Worldview**

This is a study in the development and application of the biblical worldview. This course will include an introduction and application of critical thinking skills, as well as a study of religious and philosophical worldviews. Special attention will be given to the theology and methodology of evangelism.

*College Credits: 4*

##### **ENGL 103 (LAN 3104) – Technical Communication for the Professions**

Technical communication refers to all communication done on the job, and this course has been designed for those individuals who seek an associate's degree and wish to communicate effectively in their chosen professional field. The instructor will focus on on-the-job communication, including written documents such as résumés and cover letters to get job interviews.

*College Credits: 3*

*Course Prerequisites: ENGL 101*

**BIBL 104 (BIB 3106) – Survey of Old & New Testament**

This survey course is designed to lay a foundational understanding of Scripture via a historical survey of the Old and New Testaments. The student will engage a range of learning activities related to the issues interacting with biblical literature, basic hermeneutical principles, key themes and persons of the canon, and the redemptive theme of Scripture.

*College Credits: 4*

### 11<sup>th</sup> Grade - Spring Semester

**COMS 101 (LAN 3103) – Speech Communication**

Study and practice in communicating ideas competently in public speaking. Students are also given a foundation for the development of communication skills in other human communication contexts, including dyadic and small group communication.

*College Credits: 3*

**HLTH 211 (HPE 3211) – Applied Anatomy and Physiology I for Associate Degree**

An examination of the structure, function, and pathology of the various body systems and their roles, relevance, and applications in health and illness. The course employs virtual interactive cadaver dissection technology. The following topics are covered: introduction to the human body, organization of the body, the blood, cardiovascular system, lymphatic system, nervous system, special senses, endocrine system, and respiratory system.

*College Credits: 3*

**PSYC 101 (ASC 3101) – General Psychology**

Introduction to Psychology as a scientific discipline concerned with the study of behavior. Consideration will be given to such topics as human development, motivation, emotion, perception, learning, personality, intelligence, measurement, and applied areas.

*College Credits: 3*

*\*Subject material may be considered sensitive by some students*

**HLTH 212 (HPE 3212) – Applied Anatomy and Physiology II for Associate Degree**

A continuation of HLTH 211 that examines the structure, function, and pathology of the various body systems and their roles, relevance, and applications in health and illness. The course employs virtual interactive cadaver dissection technology. The following topics are covered: the digestive system, the urinary system, the skin, the musculoskeletal system, and the reproductive systems.

*College Credits: 3*

### Summer Semester after 11<sup>th</sup> Grade

**MATH 115 (or higher)**

Students must take MATH 115 or higher. MATH 115 is recommended.

*College Credits: 3*

*Course Prerequisites: MATH 110, Math Assessment, or SAT/ACT*

**BUSI 101 (CSB 3102) – Intro to Business**

The student will study all of the major aspects of operating a modern business. Emphasis is given to business practice for both small business and large corporate enterprises.

*College Credits: 3*

**NURS 105 (SCI 3105) – Medical Terminology**

This course provides basic understanding of medical terms and abbreviations. Includes study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation and applications. Elementary aspects of the nursing process with special emphasis on assessment are incorporated.

*College Credits: 1*

**12<sup>th</sup> Grade – Fall Semester****CRST 290 (BIB 3290) – History of Life**

An interdisciplinary study of the origin and history of life in the universe. Faculty will draw from science, religion, history, and philosophy in presenting the evidence and arguments for creation and against evolution.

*College Credits: 3*

*Course Prerequisites: College Science Course*

**HLTH 105 (HPE 3105) – Intro to Health Professions**

A survey of the health professions and requirements for educational, job and market demands in selected health careers, including health promotion philosophy, goals, history and development.

*College Credits: 3*

**AMOA 203 (SCI 3203) – Medical Office Systems and Procedures**

This course prepares students for the administrative tasks relevant to operating and supervising a medical office of health professionals. Students learn to plan and organize work load, set priorities, develop initiative among employees and coordinate multiple tasks within a time sensitive environment. The value of compassionate professionalism when interacting with patients, family members and staff is stressed.

*College Credits: 3*

*Course Prerequisites: NURS 105*

**AMOA 204 (SCI 3204) – Medical Office Insurance**

This course acquaints students with billing protocol concerning the various insurance filing demands of commercial group insurance, Medicare, Medicaid, Workman's compensation claims and other third party billing entities.

*College Credits: 3*

*Course Prerequisites: NURS 105*

**AMOA 206 (SCI 3206) – Medical Office Billing and Bookkeeping**

This course acquaints students with billing protocol concerning the various insurance filing demands of commercial group insurance, Medicare, Medicaid, Workman's compensation claims and other third party billing entities.

*College Credits: 3*

*Course Prerequisites: NURS 105*

## 12<sup>th</sup> Grade – Spring Semester

### **THEO 104 (BIB 3104) – Intro to Theology Survey**

This course is an introduction to the basic tenets of Christianity.

*College Credits: 4*

### **AMOA 207 (SCI 3207) – Medical Office Coding**

This course acquaints students with billing protocol concerning the various insurance filing demands of commercial group insurance, Medicare, Medicaid, Workman's compensation claims and other third party billing entities.

*College Credits: 3*

*Course Prerequisites: HLTH 211, HLTH 212, and NURS 105*

### **AMOA 254 (SCI 3254) – Medical Office Infection Control**

This course educates the student regarding the seriousness of infection control within the medical office and the role the Medical Office Assistant plays in compliance.

*College Credits: 3*

*Course Prerequisites: HLTH 211, HLTH 212, and NURS 105*

### **AMOA 256 (SCI 3256) – Medical Office Ethics and Law**

The student is educated about the general ethical and legal aspects in medicine with an emphasis upon confidentiality, HIPAA, risk management, licensing, contracts and professional liability.

*College Credits: 3*

*Course Prerequisites: NURS 105*