

LIBERTY

UNIVERSITY.

ONLINE

Medical Office Assistant Certificate
2024-2025 Certificate Completion Plan

Important: This certificate plan is effective for those starting in the fall 2024 through summer 2025. This certificate plan will remain in effect for students who do not break enrollment or who do not change certificates.

<u>REQUIRED COURSES (19 hours)</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
AMOA 203	Medical Office Systems & Procedures	3	_____	_____
AMOA 204	Medical Office Insurance	3	_____	_____
AMOA 206	Medical Office Billing & Bookkeeping	3	_____	_____
AMOA 256	Medical Office Ethics & Law	3	_____	_____
HLTH 211	Applied Anatomy & Physiology I	3	_____	_____
HLTH 212	Applied Anatomy & Physiology II	3	_____	_____
NURS 105	Medical Terminology	1	_____	_____
TOTAL HOURS		19		

Completion Requirements

- 19 total hours
- A minimum of 25% of hours must be completed through Liberty University
- 2.0 GPA
- No grade of “D” may be applied to the certificate
- Submission of Certificate Completion Application at beginning of final semester

Offered in Online Format