

LIBERTY

UNIVERSITY.

ONLINE

Associate of Applied Science in Medical Office Assistant

2022-2023 Degree Completion Plan

Important: This degree plan is effective for those starting this degree program in fall 2022 through summer 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs, concentrations or cognates.

GENERAL EDUCATION/

FOUNDATIONAL SKILLS REQUIREMENTS (36-39 hours)

Course		Hrs	Sem	Grade
Communication & Information Literacy (9 hours)¹				
ENGL 101	Composition & Rhetoric	3	_____	_____
_____	Communications Elective	3	_____	_____
_____	Information Literacy Elective	3	_____	_____
Technological Solutions & Quantitative Reasoning (6-9 hours)¹				
BUSI 101	Introduction to Business			
or BUSI201	Intermediate Business Computer Apps.	3	_____	_____
UNIV 104	Instructional Tech. for Online Learning	0-3	_____	_____
MATH _____	Math Elective (MATH 114 or higher)	3	_____	_____
Critical Thinking (4 hours)¹				
RLGN 104	Christian Life & Biblical Worldview ²	4	_____	_____
Civic & Global Engagement (3 hours)¹				
_____	Cultural Studies Elective	3	_____	_____
Social & Scientific Inquiry (6 hours)¹				
PSYC 101	General Psychology			
or SOCI200	Introduction to Sociology	3	_____	_____
_____	Natural Science Elective	3	_____	_____
Christianity & Contexts (8 hours)¹				
BIBL 104	Survey of Old & New Testament	4	_____	_____
THEO 104	Introduction to Theology Survey ²	4	_____	_____

Course		Hrs	Sem	Grade
Major Foundational Courses (3-12 hours)				
COMS 101	Speech Communication ³	3	_____	_____
ENGL 103	Technical Comm. for the Professions ³	3	_____	_____
HLTH 211	Applied Anatomy & Physiology I ³	3	_____	_____
HLTH 212	Applied Anatomy & Physiology II ³	3	_____	_____

MAJOR

Course		Hrs	Sem	Grade
Core (25 hours)				
AMOA 203	Medical Office Systems & Procedures	3	_____	_____
AMOA 204	Medical Office Insurance	3	_____	_____
AMOA 206	Medical Office Billing & Bookkeeping	3	_____	_____
AMOA 207	Medical Office Coding	3	_____	_____
AMOA 254	Medical Office Infection Control	3	_____	_____
AMOA 256	Medical Office Ethics & Law	3	_____	_____
AMOA 296	Externship			
or HLTH 105	Introduction to the Health Professions	3	_____	_____
CRST 290	History of Life	3	_____	_____
NURS 105	Medical Terminology	1	_____	_____

<p>Graduation Requirements</p> <p>64 Total Hours</p> <p>2.0 Overall grade point average</p> <p>Grade of 'C' Minimum required for all upper-level courses in the major</p> <p>25% Of major taken through Liberty University</p> <p>16 Hours must be completed through Liberty University</p> <p>Grad App Submission of Graduation Application must be completed within the last semester of a student's anticipated graduation date</p>

<p>Notes</p> <p>All applicable prerequisites must be met</p> <p>¹Refer to the list of approved general education electives at www.liberty.edu/gened before enrolling in foundational skills requirements</p> <p>²Students transferring in 45 or more UG credit hours will have the requirement of RLGN 104 waived; Students transferring in 60 or more UG credit hours will also have the requirement of THEO 104 waived</p> <p>³Courses may also fulfill select General Education Requirements. Please refer to the list of approved general education electives at www.liberty.edu/gened</p> <p><i>Suggested Course Sequence on second page</i></p>

SUGGESTED COURSE SEQUENCE

FIRST YEAR

<u>First Semester</u>		<u>Second Semester</u>	
BIBL 104	4	ENGL 101	3
THEO 104	4	RLGN 104	4
UNIV 104	0-3	Information Literacy Elective ¹ [ENGL 103]	3
Math Elective ¹	<u>3</u>	NURS 105	<u>1</u>
	Total 11-14		Total 11

SECOND YEAR

HLTH 212	3	BUSI 101 <u>or</u> 201	3
Natural Science Elective ¹ [HLTH 211]	3	PSYC 101 <u>or</u> SOCI 200	3
AMOA 203	3	AMOA 206	3
AMOA 204	<u>3</u>	AMOA 207	<u>3</u>
	Total 12		Total 12

THIRD YEAR

AMOA 254	3	Communication Elective ¹ [COMS 101]	3
AMOA 256	3	Cultural Studies Elective ¹	3
CRST 290	<u>3</u>	AMOA 296 <u>or</u> HLTH 105	<u>3</u>
	Total 9		Total 9

Notes

All applicable prerequisites must be met

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