

LIBERTY UNIVERSITY ONLINE ACADEMY

Medical Office Assistant Certificate High School Diploma (Standard) Diploma Completion Plan (2024–2025)

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	_____	_____	<u>OR</u> 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: Boys Health & PE I			
MAT1100: Algebra II	1	_____	_____	<u>OR</u> HPEG100: Girls Health & PE I	1	_____	_____
MAT1200: Pre-Calculus				HPEB200: Boys Health & PE II			
MAT1300: Calculus				<u>OR</u> HPEG200: Girls Health & PE II	1	_____	_____
MAT1400: Computer Mathematics				Electives (6 credits total)			
Laboratory Science (3 credits)²				<i>World Lang, Fine Arts, or Career & Tech (2 credits)⁷</i>			
<i>Choose 3 of the following:</i>				SCI3203: Medical Office Systems and Procedures ^{12, 13}	0.5	_____	_____
SCI0900: Earth Science	1	_____	_____	SCI3204: Medical Office Insurance ^{12, 13}	0.5	_____	_____
SCI1000: Biology	1	_____	_____	SCI3206: Medical Office Billing and Bookkeeping ^{12, 13}	0.5	_____	_____
SCI1100: Chemistry	1	_____	_____	SCI3256: Medical Office Ethics and Law ^{12, 13}	0.5	_____	_____
SCI1200: Physics				<i>General Electives (4 credits)⁸</i>			
SCI2100: Anatomy & Physiology				HPE3211: Applied Anatomy and Physiology I ^{12, 13}	0.5	_____	_____
History & Social Science (3 credits)³				HPE3212: Applied Anatomy and Physiology II ^{12, 13}	0.5	_____	_____
HIS0900: World History I				SCI3105: Medical Terminology ^{12, 13}	0.5	_____	_____
<u>OR</u> HIS0950: World Geography				APP2050: Academic & Career Success	0.5	_____	_____
<u>OR</u> HIS1000: World History II	1	_____	_____	_____	_____	_____	_____
HIS1100: United States History	1	_____	_____	_____	_____	_____	_____
HIS1146: Virginia History	0.5	_____	_____	_____	_____	_____	_____
HIS1201: Government	0.5	_____	_____	_____	_____	_____	_____
Economics & Personal Finance (1 credit)⁴				_____	_____	_____	_____
HIS1202: Economics	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.
- No grade of D may be applied to the 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
MAT1100: Algebra I	1
HIS0900: World History I	1
SCI0900: Earth Science	1
LAN0900: English 9	1
HPEB/G100: Boys <u>or</u> Girls Health & PE I	1
APP2050: Academic & Career Success	0.5
<i>General Electives</i>	0.5
Total:	7

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 & PE II	1
<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 ^{12, 13}	0.5
HPE3211: Applied Anatomy and Physiology I ^{12, 13}	0.5
HPE3212: Applied Anatomy and Physiology II ^{12, 13}	0.5
Total:	6.5

12 th Grade	Credits
BIB2150: Global Studies	0.5
<i>Bible Elective</i>	0.5
<i>General Elective</i>	0.5
HIS1201: Government	0.5
LAN1200: English 12	1
APP2500: Personal Finance Literacy	0.5
HIS1202: Economics	0.5
SCI3203: Medical Office Systems and Procedures ^{12, 13}	0.5
SCI3204: Medical Office Insurance ^{12, 13}	0.5
SCI3206: Medical Office Billing and Bookkeeping ^{12, 13}	0.5
SCI3256: Medical Office Ethics and Law ^{12, 13}	0.5
Total:	6