

# LIBERTY UNIVERSITY

## ONLINE ACADEMY

### Medical Office Assistant Certificate High School Diploma (Standard) Diploma Completion Plan (2023–2024)

**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
<b>English (4 credits)</b>				<b>Bible (Up to 4 credits) <sup>5</sup></b>			
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	_____	_____
<b>Mathematics (3 credits) <sup>1</sup></b>				BIB2150: Global Studies	0.5	_____	_____
<i>Choose 3 of the following:</i>				<i>Bible Elective</i>	0.5	_____	_____
MAT0900: Algebra I	1	_____	_____	<b>Health &amp; PE (2 credits) <sup>6</sup></b>			
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				<b>Electives (6 credits total)</b>			
<b>Laboratory Science (3 credits) <sup>2</sup></b>				<i>World Lang, Fine Arts, or Career &amp; Tech (2 credits) <sup>7</sup></i>			
<i>Choose 3 of the following:</i>				SCI3203: Medical Office Systems and			
SCI0900: Earth Science	1	_____	_____	Procedures <sup>12, 13</sup>	0.5	_____	_____
SCI1000: Biology	1	_____	_____	SCI3204: Medical Office Insurance <sup>12, 13</sup>	0.5	_____	_____
SCI1100: Chemistry	1	_____	_____	SCI3206: Medical Office Billing and			
SCI1200: Physics				Bookkeeping <sup>12, 13</sup>	0.5	_____	_____
SCI2100: Anatomy & Physiology				SCI3256: Medical Office Ethics and			
<b>History &amp; Social Science (3 credits) <sup>3</sup></b>				Law <sup>12, 13</sup>	0.5	_____	_____
HIS0900: World History I				<i>General Electives (4 credits) <sup>8</sup></i>			
<u>OR</u> HIS0950: World Geography				HPE3211: Applied Anatomy and			
<u>OR</u> HIS1000: World History II	1	_____	_____	Physiology I <sup>12, 13</sup>	0.5	_____	_____
HIS1100: United States History	1	_____	_____	HPE3212: Applied Anatomy and			
HIS1146: Virginia History	0.5	_____	_____	Physiology II <sup>12, 13</sup>	0.5	_____	_____
HIS1201: Government	0.5	_____	_____	SCI3105: Medical Terminology <sup>12, 13</sup>	0.5	_____	_____
<b>Economics &amp; Personal Finance (1 credit) <sup>4</sup></b>				APP2050: Academic & Career Success	0.5	_____	_____
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](https://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

<b>22 + Bible<sup>5</sup></b>	Minimum credits.
<b>Grade of D<sup>13</sup></b>	Minimum required to pass.
<b>Sr Year</b>	Senior year must be full time at LUOA to graduate.
<b>5.5</b>	Credits must be taken at LUOA.
<b>Grad App</b>	Submission of the student's graduation application must be completed within the last semester of the anticipated graduation date.

## SUGGESTED COURSE SEQUENCE

<b>9<sup>th</sup> Grade</b>	<b>Credits</b>
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
<b>Total: 7</b>	

<b>10<sup>th</sup> Grade</b>	<b>Credits</b>
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
<b>Total: 6.5</b>	

<b>11<sup>th</sup> Grade</b>	<b>Credits</b>
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 <sup>12, 13</sup>	0.5
HPE3211: Applied Anatomy and Physiology I <sup>12, 13</sup>	0.5
HPE3212: Applied Anatomy and Physiology II <sup>12, 13</sup>	0.5
<b>Total: 6.5</b>	

<b>12<sup>th</sup> Grade</b>	<b>Credits</b>
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 <sup>12, 13</sup>	0.5
SCI3204: Medical Office Insurance <sup>12, 13</sup>	0.5
SCI3206: Medical Office Billing and Bookkeeping <sup>12, 13</sup>	0.5
SCI3256: Medical Office Ethics and Law <sup>12, 13</sup>	0.5
<b>Total: 6</b>	