

MEDICAL OFFICE ASSISTANT (A.A.S.) - ONLINE

Important: This degree plan is effective for those starting this degree program in fall 2025 through summer 2026. 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

Code	Title	Hours
Communication & Information Literacy ¹		
ENGL 101	Composition and Rhetoric	3
Communications Elective		3
Information Literacy Elective		3
Technological Solutions & Quantitative Reasoning ¹		
BUSI 101	Introduction to Business	3
or BUSI 201	Intermediate Business Computer Applications	
UNIV 104	Instructional Technology for Successful Online Learning	0-3
Math Elective	MATH 114 or higher	3
Critical Thinking ¹		
RLGN 104	Christian Life and Biblical Worldview ²	4
Civic & Global Engagement ¹		
Cultural Studies Elective		3
Social & Scientific Inquiry ¹		
PSYC 101	General Psychology	3
or SOCI 200	Introduction to Sociology	
Natural Science Elective		3
Christianity & Contexts ¹		
BIBL 104	Survey of Old and New Testament	4
THEO 104	Introduction to Theology Survey ²	4
Total Hours		36-39

¹ Refer to the list of approved general education electives before enrolling in foundational skill requirements

² Students 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

Major Requirements

Code	Title	Hours
Major Foundational Courses		
COMS 101	Speech Communication ¹	3
ENGL 103	Technical Communication for the Professions ¹	3
HLTH 211	Applied Anatomy and Physiology I for Associate Degree ¹	3
HLTH 212	Applied Anatomy and Physiology II for Associate Degree ¹	3
Total Hours		12

¹ Course may fulfill select general education requirements.

Code	Title	Hours
Major Core		
AMOA 203	Medical Office Systems and Procedures	3
AMOA 204	Medical Office Insurance	3
AMOA 206	Medical Office Billing and Bookkeeping	3
AMOA 207	Medical Office Coding	3
AMOA 254	Medical Office Infection Control	3
AMOA 256	Medical Office Ethics and Law	3
AMOA 296	Externship	3
or HLTH 105	Introduction to the Health Professions	
CRST 290	History of Life	3
NURS 105	Medical Terminology	1
Total Hours		25

All applicable prerequisites must be met

Graduation Requirements

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

Course Sequence

Course	Title	Hours
First Year		
First Semester		
BIBL 104	Survey of Old and New Testament	4
THEO 104	Introduction to Theology Survey	4
UNIV 104	Instructional Technology for Successful Online Learning	0-3
Math Elective ¹		3
Hours		11-14
Second Semester		
ENGL 101	Composition and Rhetoric	3
RLGN 104	Christian Life and Biblical Worldview	4
Information Literacy Elective (ENGL 103) ¹		3
NURS 105	Medical Terminology	1
Hours		11
Second Year		
First Semester		
HLTH 212	Applied Anatomy and Physiology II for Associate Degree	3
Natural Science Elective (HLTH 211) ¹		3
AMOA 203	Medical Office Systems and Procedures	3
AMOA 204	Medical Office Insurance	3
Hours		12

Course	Title	Hours
Second Semester		
BUSI 101 or BUSI 201	Introduction to Business or Intermediate Business Computer Applications	3
PSYC 101 or SOCI 200	General Psychology or Introduction to Sociology	3
AMOA 206	Medical Office Billing and Bookkeeping	3
AMOA 207	Medical Office Coding	3
Hours		12
Third Year		
First Semester		
AMOA 254	Medical Office Infection Control	3
AMOA 256	Medical Office Ethics and Law	3
CRST 290	History of Life	3
Hours		9
Second Semester		
Communication Elective (COMS 101) ¹		3
Cultural Studies Elective ¹		3
AMOA 296 or HLTH 105	Externship or Introduction to the Health Professions	3
Hours		9
Total Hours		64-67

¹ Refer to the list of approved general education electives at www.liberty.edu/gened before enrolling in foundational skills requirements