

# MEDICAL OFFICE ASSISTANT CERTIFICATE - ONLINE

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**Important:** This certificate plan is effective for those starting in the fall 2023 through summer 2024. This certificate plan will remain in effect for students who do not break enrollment or who do not change certificates.

Code	Title	Hours
<b>Required Courses</b>		
AMOA 203	Medical Office Systems and Procedures	3
AMOA 204	Medical Office Insurance	3
AMOA 206	Medical Office Billing and Bookkeeping	3
AMOA 256	Medical Office Ethics and Law	3
HLTH 211	Applied Anatomy and Physiology I for Associate Degree	3
HLTH 212	Applied Anatomy and Physiology II for Associate Degree	3
NURS 105	Medical Terminology	1
<b>Total Hours</b>		<b>19</b>

## 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 must be completed within the last semester of a student's anticipated graduation date