

OFFICE ADMINISTRATION TECHNOLOGY (ADMINISTRATIVE ASSISTANT) - ASSOCIATE OF APPLIED SCIENCE

Doña Ana Community College 2023-2024 Catalog (64-65 credits)

NOTE: Students must earn a final grade of C- or better in all required OATS courses and achieve a cumulative grade-point average of at least 2.0. A grade of C- or better is required in ENGL 1110G Composition I and designated Mathematics courses.

Students must complete all University degree requirements, which include: General Education requirements and elective credits to total at least 64 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

| Prefix | Title | Credits |
|---|--|---------|
| General Education | | |
| Select one course from four of the following six content areas for a total of 12-14 credits ^{1,2} | | 12-14 |
| This degree requires courses from Areas I, IV, V, and VI; students do not need to take additional courses to complete the General Education requirements. | | |
| Area I: Communications | | |
| ENGL 1110G | Composition I ³ | |
| Area IV: Social/Behavioral Sciences | | |
| Choose one from the following: | | |
| ECON 1110G | Survey of Economics ³ | |
| ECON 2110G | Macroeconomic Principles ³ | |
| ECON 2120G | Principles of Microeconomics ³ | |
| Area V: Humanities | | |
| Choose one from the following: | | |
| HIST 1110G | United States History I ³ | |
| HIST 1120G | United States History II ³ | |
| HIST 1130G | World History I ³ | |
| HIST 1140G | World History II ³ | |
| HIST 1150G | Western Civilization I ³ | |
| HIST 1160G | Western Civilization II ³ | |
| PHIL 1115G | Introduction to Philosophy ³ | |
| PHIL 1120G | Logic, Reasoning, & Critical Thinking ³ | |
| PHIL 1145G | Philosophy, Law, and Ethics ³ | |
| PHIL 2110G | Introduction to Ethics ³ | |
| PHIL 2230G | Philosophical Thought ³ | |
| Area VI: Creative and Fine Arts | | |
| Choose one from the following: | | |
| ARTH 1115G | Orientation in Art ³ | |
| ARTS 1145G | Visual Concepts ³ | |
| ARTH 2110G | History of Art I ³ | |

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|--|--|--------------|
| MUSC 1110G | Music Appreciation: Jazz ³ | |
| MUSC 1130G | Music Appreciation: Western Music ³ | |
| THEA 1110G | Introduction to Theatre ³ | |
| General Education Elective² | | 3-4 |
| Core Requirements | | |
| <i>Related/Professional Requirements (25-27 credits)</i> | | |
| OATS 102 | Keyboarding: Document Formatting | 3 |
| OATS 105 | Business English | 3 |
| OATS 106 | Business Mathematics | 3 |
| OATS 110 | Records Management | 3 |
| or HIT 110 | Electronic Health Records | |
| OATS 120 | Accounting Procedures I | 3 |
| or ACCT 2110 | Principles of Accounting I | |
| OATS 203 | Office Equipment and Procedures I | 3 |
| OATS 209 | Business and Technical Communications | 3 |
| OATS/HIT 221 | Internship I | 3 |
| OATS 239 | Personal Development | 3 |
| Major Requirements | | |
| <i>Concentration Coursework</i> | | |
| OATS 191 | Taking Minutes & Proofreading | 3 |
| OATS 202 | Keyboarding Document Production | 3 |
| OATS 207 | Machine Transcription | 3 |
| OATS 211 | Information Processing I | 3 |
| OATS 215 | Spreadsheet Applications | 3 |
| OATS 217 | Powerpoint Presentation | 3 |
| OATS 270 | Office Administration Technology Capstone | 3 |
| Total Credits | | 64-65 |

¹ Each course selected must be from a different area and students cannot take multiple courses in the same area.

² See the General Education (<http://catalogs.nmsu.edu/dona-ana/general-education-and-transfer-options/transfer-new-mexico-institutions/>) section of the catalog for a full list of courses.

³ Courses are identical to those offered at New Mexico State University Las Cruces (main) Campus.

⁴ HIT 110 Electronic Health Records should be taken only by those who plan to pursue the Medical Office Assistant option.

⁵ OATS 221 Internship I/HIT 221 Internship I are restricted to majors.

(62-63 credits)

A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all required OATS courses and achieve a cumulative grade-point average of at least 2.0. A grade of C- or better is required in ENGL 1110G Composition I and designated Mathematics courses.

Students must complete all University degree requirements, which include: General Education requirements and elective credits to total at least 62 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

| Semester 1 | | Credits | OATS 270 | Office Administration Technology Capstone | 3 |
|--|---------------------------------------|----------------|----------|---|-----------|
| Area VI: Creative and Fine Arts - Choose one from the following: | | 3 | | | |
| ARTH 1115G | Orientation in Art | | | | |
| ARTH 2110G | History of Art I | | | | |
| ARTS 1145G | Visual Concepts | | | | |
| MUSC 1110G | Music Appreciation: Jazz | | | | |
| MUSC 1130G | Music Appreciation: Western Music | | | | |
| THEA 1110G | Introduction to Theatre | | | | |
| OATS 102 | Keyboarding: Document Formatting | 3 | | | |
| OATS 105 | Business English | 3 | | | |
| OATS 106 | Business Mathematics | 3 | | | |
| OATS 211 | Information Processing I | 3 | | | |
| Credits | | 15 | | | |
| Semester 2 | | | | | |
| Area I: Communications - English Composition Level 1 | | 4 | | | |
| ENGL 1110G | Composition I | | | | |
| OATS 110 | Records Management | 3 | | | |
| OATS 120 | Accounting Procedures I | 3 | | | |
| or ACCT 2110 | or Principles of Accounting I | | | | |
| OATS 191 | Taking Minutes & Proofreading | 3 | | | |
| or OATS 207 | or Machine Transcription | | | | |
| OATS 202 | Keyboarding Document Production | 3 | | | |
| Credits | | 16 | | | |
| Semester 3 | | | | | |
| SUMMER | | | | | |
| OATS 239 | Personal Development | 3 | | | |
| Credits | | 3 | | | |
| Semester 4 | | | | | |
| Area IV: Social/Behavioral Sciences | | 3 | | | |
| ECON 1110G | Survey of Economics | | | | |
| ECON 2110G | Macroeconomic Principles | | | | |
| ECON 2120G | Principles of Microeconomics | | | | |
| General Education Elective - choose one course from the NM General Education Requirements in the NMSU/DACC Catalog | | 3 | | | |
| OATS 203 | Office Equipment and Procedures I | 3 | | | |
| OATS 209 | Business and Technical Communications | 3 | | | |
| OATS 217 | Powerpoint Presentation | 3 | | | |
| Credits | | 15 | | | |
| Semester 5 | | | | | |
| Area V: Humanities - Choose one from the following: | | 3 | | | |
| HIST 1110G | United States History I | | | | |
| HIST 1120G | United States History II | | | | |
| HIST 1130G | World History I | | | | |
| HIST 1140G | World History II | | | | |
| HIST 1150G | Western Civilization I | | | | |
| HIST 1160G | Western Civilization II | | | | |
| PHIL 1115G | Introduction to Philosophy | | | | |
| PHIL 1120G | Logic, Reasoning, & Critical Thinking | | | | |
| PHIL 1140G | Philosophy and World Religions | | | | |
| PHIL 1145G | Philosophy, Law, and Ethics | | | | |
| PHIL 2110G | Introduction to Ethics | | | | |
| PHIL 2230G | Philosophical Thought | | | | |
| OATS 207 | Machine Transcription | 3 | | | |
| or OATS 191 | or Taking Minutes & Proofreading | | | | |
| OATS 215 | Spreadsheet Applications | 3 | | | |
| OATS 221 | Internship I | 3 | | | |
| or HIT 221 | or Internship I | | | | |
| Credits | | 15 | | | |
| | | | | Credits | 15 |
| | | | | Total Credits | 64 |