

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

**(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.

<b>Semester 1</b>		<b>Credits</b>
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
<b>Credits</b>		<b>15</b>
<b>Semester 2</b>		
Area I: Communications - English Composition Level 1		4
ENGL 1110G	Composition I	
OATS 110	Records Management	3
OATS 120 or ACCT 2110	Accounting Procedures I or Principles of Accounting I	3
OATS 191 or OATS 207	Taking Minutes & Proofreading or Machine Transcription	3
OATS 202	Keyboarding Document Production	3
<b>Credits</b>		<b>16</b>
<b>Semester 3</b>		
SUMMER		
OATS 239	Personal Development	3
<b>Credits</b>		<b>3</b>

<b>Semester 4</b>		
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
<b>Credits</b>		<b>15</b>
<b>Semester 5</b>		
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 or OATS 191	Machine Transcription or Taking Minutes & Proofreading	3
OATS 215	Spreadsheet Applications	3
OATS 221 or HIT 221	Internship I or Internship I	3
OATS 270	Office Administration Technology Capstone	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>64</b>