

OFFICE ADMINISTRATION TECHNOLOGY - CERTIFICATE OF COMPLETION

Doña Ana Community College 2022-2023 Catalog (33 credits)

NOTE: Students who lack prior general office experience may need to take course-related prerequisites.

NOTE: Students must earn a final grade of C- or better in all required OATS and HIT courses and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 33 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 |
|---|---|-----------|
| Technical Requirements (33 credits) | | |
| OATS 102 | Keyboarding: Document Formatting | 3 |
| OATS 106 | Business Mathematics | 3 |
| OATS 110 or HIT 110 | Records Management Electronic Health Records | 3 |
| OATS 120 or ACCT 2110 | Accounting Procedures I Principles of Accounting I | 3 |
| OATS 209 | Business and Technical Communications | 3 |
| OATS 211 | Information Processing I | 3 |
| BMGT 240 | Human Relations | 3 |
| Choose one of the following two options: (12 credits) | | |
| Bilingual Office Specialist or General Office Assistant Options | | 12 |
| Total Credits | | 33 |

Bilingual Office Specialist Option

| Prefix | Title | Credits |
|----------------------|-------------------------------------|-----------|
| OATS 170 | Office Communications in Spanish I | 3 |
| OATS 171 | Office Communications in Spanish II | 3 |
| OATS/HIT 221 | Internship I | 3 |
| OATS 239 | Personal Development | 3 |
| Total Credits | | 12 |

General Office Assistant Option

| Prefix | Title | Credits |
|--------------------------------|--|-----------|
| OATS 215 | Spreadsheet Applications | 3 |
| OATS/HIT 221 | Internship I | 3 |
| OATS 239 | Personal Development | 3 |
| Select one from the following: | | 3 |
| HIT 150 | Introduction to Medical Terminology ³ | |
| OATS 203 | Office Equipment and Procedures I | |
| OATS 250 | Electronic Office Systems | |
| Total Credits | | 12 |

1

Business English placement test will determine whether OATS 105 Business English is required before taking OATS 110 Records Management.

2

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

3

HIT 150 Introduction to Medical Terminology should be taken only by those who plan to pursue the OAT associate of applied science degree with the Medical Office Assistant option and/or Medical Transcription or Medical Billing certificate(s).

Bilingual Office Specialist (33 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 and HIT courses and achieve a cumulative grade-point average of at least 2.0.

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| Semester 1 | | Credits |
|--------------------------|--|----------------|
| BMGT 240 | Human Relations | 3 |
| OATS 102 | Keyboarding: Document Formatting | 3 |
| OATS 106 | Business Mathematics | 3 |
| OATS 110 or HIT 110 | Records Management or Electronic Health Records | 3 |
| OATS 170 | Office Communications in Spanish I | 3 |
| Credits | | 15 |
| Semester 2 | | Credits |
| OATS 120 or ACCT 2110 | Accounting Procedures I or Principles of Accounting I | 3 |
| OATS 171 | Office Communications in Spanish II | 3 |
| OATS 209 | Business and Technical Communications | 3 |
| OATS 211 | Information Processing I | 3 |
| OATS 239 | Personal Development | 3 |
| Credits | | 15 |
| Semester 3 | | Credits |
| OATS 221 or HIT 221 | Internship I or Internship I | 3 |
| Credits | | 3 |
| Total Credits | | 33 |

General Office Assistant (33 credits)

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| Semester 1 | | Credits |
|--------------------------------|--|----------------|
| BMGT 240 | Human Relations | 3 |
| OATS 102 | Keyboarding: Document Formatting | 3 |
| OATS 106 | Business Mathematics | 3 |
| OATS 110 or HIT 110 | Records Management or Electronic Health Records | 3 |
| Choose one from the following: | | 3 |
| HIT 150 | Introduction to Medical Terminology | |
| OATS 203 | Office Equipment and Procedures I | |
| OATS 250 | Electronic Office Systems | |
| Credits | | 15 |
| Semester 2 | | |
| OATS 120 or ACCT 2110 | Accounting Procedures I or Principles of Accounting I | 3 |
| OATS 209 | Business and Technical Communications | 3 |
| OATS 211 | Information Processing I | 3 |
| OATS 215 | Spreadsheet Applications | 3 |
| OATS 239 | Personal Development | 3 |
| Credits | | 15 |
| Semester 3 | | |
| OATS 221 or HIT 221 | Internship I or Internship I | 3 |
| Credits | | 3 |
| Total Credits | | 33 |