

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

## Doña Ana Community College 2020-21 Catalog (62-65 credits)

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. 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.

Prefix	Title	Credits
<b>General Education</b>		
Select one course from four of the following six content areas for a total of 12-14 credits <sup>1,2</sup>		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 <sup>3</sup>	
Area IV: Social/Behavioral Sciences		
Choose one from the following:		
ECON 1110G	Survey of Economics <sup>3</sup>	
ECON 2110G	Macroeconomic Principles <sup>3</sup>	
ECON 2120G	Microeconomics Principles <sup>3</sup>	
Area V: Humanities		
Choose one from the following:		
HIST 1110G	United States History I <sup>3</sup>	
HIST 1120G	United States History II <sup>3</sup>	
HIST 1130G	World History I <sup>3</sup>	
HIST 1140G	World History II <sup>3</sup>	
HIST 1150G	Western Civilization I <sup>3</sup>	
HIST 1160G	Western Civilization II <sup>3</sup>	
PHIL 1115G	Introduction to Philosophy <sup>3</sup>	
PHIL 1120G	Logic, Reasoning, & Critical Thinking <sup>3</sup>	
PHIL 1140G	Quest for God <sup>3</sup>	
PHIL 1145G	Philosophy, Law, and Ethics <sup>3</sup>	
PHIL 2110G	Introduction to Ethics <sup>3</sup>	
PHIL 2230G	Philosophical Thought <sup>3</sup>	
Area VI: Creative and Fine Arts		
Choose one from the following:		
ARTH 1115G	Orientation in Art <sup>3</sup>	
ARTS 1145G	Visual Concepts <sup>3</sup>	
ARTH 2110G	History of Art I <sup>3</sup>	

MUSC 1110G	Music Appreciation: Jazz <sup>3</sup>	
MUSC 1130G	Music Appreciation: Western Music <sup>3</sup>	
THEA 1110G	Introduction to Theatre <sup>3</sup>	
General Education Elective <sup>2</sup>		3-4
<b>Core Requirements</b>		
Related/Professional Requirements (25-27 credits)		
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	1-3
OATS 239	Personal Development	3
<b>Major Requirements</b>		
Concentration Coursework		
OATS 208	Medical Office Procedures	3
OATS 211	Information Processing I	3
OATS 223	Medical Transcription I	3
OATS 228	Medical Insurance Billing	3
OATS 270	Office Administration Technology Capstone	3
HIT 150	Introduction to Medical Terminology	3
HIT 158	Advanced Medical Terminology	3
Total Credits		62-65

- Each course selected must be from a different area and students cannot take multiple courses in the same area.
- See the [General Education](#) section of the catalog for a full list of courses.
- Courses are identical to those offered at New Mexico State University Las Cruces (main) Campus.
- HIT 110 Electronic Health Records should be taken only by those who plan to pursue the Medical Office Assistant option.
- 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.

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Course	Title	Credits
<b>Semester 1</b>		
Area I: Communications - English Composition Level 1		4
ENGL 1110G	Composition I	
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
Credits		16
<b>Semester 2</b>		
Area IV: Social/Behavioral Sciences		3
ECON 1110G	Survey of Economics	
or ECON 2110G	or Macroeconomic Principles	
or ECON 2120G	or Microeconomics Principles	
HIT 150	Introduction to Medical Terminology	3
OATS 110	Records Management	3
or HIT 110	or Electronic Health Records	
OATS 120	Accounting Procedures I	3
or ACCT 2110	or Principles of Accounting I	
OATS 211	Information Processing I	3
Credits		15
<b>Semester 3</b>		
HIT 158	Advanced Medical Terminology	3
OATS 203	Office Equipment and Procedures I	3
OATS 208	Medical Office Procedures	3
OATS 209	Business and Technical Communications	3
OATS 223	Medical Transcription I	3
Credits		15
<b>Semester 4</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	Quest for God	
PHIL 1145G	Philosophy, Law, and Ethics	
PHIL 2110G	Introduction to Ethics	
PHIL 2230G	Philosophical Thought	
General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog.		3-4
OATS 221	Internship I	1
or HIT 221	or Internship I	
OATS 228	Medical Insurance Billing	3
OATS 239	Personal Development	3
OATS 270	Office Administration Technology Capstone	3
Credits		16-17
Total Credits		62-63