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

Doña Ana Community College 2024-2025 Catalog (62-65 credits)

Title

Prefix

ARTS 1145G

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.

General Education		
Select one course from 12-14 credits 1, 2	om four of the following six content areas for a total of	12-14
	s courses from Areas I, IV, V, and VI; students do ditional courses to complete the General Education	
Area I: Commun	ications	
ENGL 1110G	Composition I ³	
Area IV: Social/B	Sehavioral Sciences	
Choose one fron	n the following:	
ECON 1110G	Survey of Economics ³	
ECON 2110G	Macroeconomic Principles 3	
ECON 2120G	Principles of Microeconomics ³	
Area V: Humanit	ies	
Choose one fron	n 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 1140G	Philosophy and World Religions 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 fron		
ARTH 1115G	Orientation in Art ³	

Visual Concepts 3

ARTH 2110G	History of Art I ³	
MUSC 1110G	Music Appreciation: Jazz ³	
MUSC 1130G	Music Appreciation: Western Music ³	
THEA 1110G	Introduction to Theatre ³	
General Education Ele	ctive ²	3-4
Core Requirements		
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
Major Requirements		
Concentration Course	work	
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

- ¹ Each course selected must be from a different area and students cannot take multiple courses in the same area.
- See the General Education (https://catalogs.nmsu.edu/donaana/general-education-and-transfer-options/transfer-new-mexicoinstitutions/) 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)

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. 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.

Area Communications - English Composition Level 1	Semester 1		Credits
Area VI: Creative and Fine Arts - Choose one from the following: ARTH 1115G Orientation in Art ARTH 2110G History of Art I ARTS 11456 Visual Concepts MUSC 1110G Music Appreciation: Jazz MUSC 1130G Music Appreciation: Western Music THEA 1110G Introduction to Theatre OATS 102 Keyboarding: Document Formatting OATS 105 Business English OATS 106 Business Mathematics 3 Credits 16 Semester 2 Area IV. Social/Behavioral Sciences ECON 1110G Survey of Economics or ECON 2110G or Principles of Microeconomics HIT 150 Introduction to Medical Terminology 3 OATS 110 Records Management 3 OATS 120 Accounting Procedures I 3 OATS 120 Accounting Procedures I 3 OATS 211 Information Processing I 3 OATS 211 Information Processing I 3 OATS 203 Office Equipment and Procedures I 3 OATS 203 Office Equipment and Procedures I 3 OATS 203 Office Equipment and Procedures I 3 OATS 209 Business and Technical Communications 3 OATS 209 Business and Technical Communications 3 OATS 223 Medical Transcription I 3 Credits 15 Semester 4 Area V. Humanities - Choose one from the following: 3 HIST 1110G United States History I HIST 1110G World History I HIST 1110G World History I HIST 1110G World History II HIST 1110G Western Civilization I HIST 1110G World History II HIST 1110G Western Civilization I HIST 1110G History II HIST 1110G History II HIST 1110G Introduction to Philosophy PHIL 11146 Philosophy, Law, and Ethics PHIL 2110G Introduction to Ethics PHIL 2110G Internship I or Internship I Or HIT 21 or Internship I Or HIT 21 or Internship I Or HIT 221 or Internship I	Area I: Communication	s - English Composition Level 1	4
ARTH 1115G	ENGL 1110G	Composition I	
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 Semester 2 Area IV: Social/Behavioral Sciences 3 ECON 1110G Survey of Economics or ECON 2110G or Macroeconomic Principles or ECON 2110G or Macroeconomic Principles or FEON 2110G or Principles of Microeconomics HIT 150 Introduction to Medical Terminology 3 OATS 110 Records Management 3 OATS 120 Accounting Procedures 1 3 OATS 211 Information Processing 1 3 Credits 15 Semester 3 HIT 158 Advanced Medical Terminology 3 OATS 221 Information Procedures 1 3 OATS 203 Office Equipment and Procedures 1 3 OATS 209 Business and Technical Communications 3 OATS 209 Business and Technical Communications 3 OATS 223 Medical Transcription 1 3 Credits 15 Semester 4 Area V-Humanities - Choose one from the following: 3 HIST 1110G United States History I HIST 1130G World History I HIST 1140G World History II HIST 1150G Western Civilization I HHST 1150G Philosophy, Law, and Ethics PHIL 2110G Introduction to Philosophy PHIL 1145G Philosophy, Law, and Ethics PHIL 2230G Internship I Or HIT 221 Or Internship I	Area VI: Creative and F	ine Arts - Choose one from the following:	3
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 English 16 Semester 2 Area IV: Social/Behavioral Sciences 3 ECON 1110G Survey of Economics or ECON 2110G or Macroeconomic Principles or ECON 2120G or Principles of Microeconomics HIT 150 Introduction to Medical Terminology 3 OATS 110 Records Management 3 OATS 110 Accounting Procedures 1 3 OATS 120 Accounting Procedures 1 3 OATS 211 Information Processing 1 3 Credits 15 Semester 3 HIT 158 Advanced Medical Terminology 3 OATS 203 Office Equipment and Procedures 1 3 OATS 209 Medical Office Procedures 3 OATS 209 Business and Technical Communications 3 OATS 223 Medical Transcription 1 3 Credits 15 Semester 4 Area V: Humanities - Choose one from the following: 3 HIST 1110G United States History 1 HIST 1130G World History 1 HIST 1140G Western Civilization 1 PHIL 1115G Introduction to Philosophy PHIL 1115G Philosophy, Law, and Ethics PHIL 2110G Introduction to Ethics PHIL 2110G Introshpit Introship 1 or HIT 21 Internship 1 OATS 228 Medical Insurance Billing 3	ARTH 1115G	Orientation in Art	
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OATS 106 Business Mathematics 3 Credits 16 Semester 2 Area IV: Social/Behavioral Sciences 3 ECON 1110G or ECON 2110G or ECON 2110G or ECON 2120G or Principles of Microeconomics or Macroeconomic Principles or ECON 2120G or Principles of Microeconomics HIT 150 Introduction to Medical Terminology 3 OATS 110 or Electronic Health Records 3 OATS 120 or ACCT 2110 or Principles of Accounting I 3 OATS 211 Information Processing I 3 Credits 15 Semester 3 HIT 158 Advanced Medical Terminology 3 OATS 201 Office Equipment and Procedures I 3 OATS 203 Office Equipment and Procedures I 3 OATS 209 Business and Technical Communications 3 OATS 209 Business and Technical Communications 3 OATS 223 Medical Transcription I 3 Credits 15 Semester 4 Area V. Humanities - Choose one from the following: 3 HIST 1110G United States History I HIST 1120G United States History I HIST 1140G World History I HIST 1150G Western Civilization II PHIL 1115G		, ,	
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Area V: Humanities - Choose one from the following: 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 1150G Western Civilization II PHIL 1115G Introduction to Philosophy PHIL 1110G 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 General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3	Semester 4		
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HIST 1120G United States History II HIST 1130G World History I HIST 1140G World History II HIST 1150G Western Civilization I HIST 1150G 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 General Education Elective - Choose one course from the NM General 3-4 Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I 3 OATS 228 Medical Insurance Billing 3			3
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 General Education Elective - Choose one course from the NM General 3-4 Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I 3 OATS 228 Medical Insurance Billing 3		•	
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 General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or Internship I 1 OATS 228 Medical Insurance Billing 3		•	
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 General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I 3 OATS 228 Medical Insurance Billing 3		•	
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 General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I 3 OATS 228 Medical Insurance Billing 3		·	
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 General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I 3 OATS 228 Medical Insurance Billing 3			
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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. OATS 221 Internship I 1 or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3			
PHIL 2230G Philosophical Thought General Education Elective - Choose one course from the NM General 3-4 Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3		• •	
General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3			
Education Requirements in the NMSU/DACC Catalog. OATS 221 Internship I 1 or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3		, ,	
or HIT 221 or Internship I OATS 228 Medical Insurance Billing 3			3-4
OATS 228 Medical Insurance Billing 3	OATS 221	Internship I	1
5	or HIT 221	or Internship I	
OATS 239 Personal Development 3	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