

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

Doña Ana Community College 2024-2025 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
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 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 from the following:		
ARTH 1115G	Orientation in Art ³	
ARTS 1145G	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 Elective 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 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

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 (<https://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.

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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.

OATS 270	Office Administration Technology Capstone	3
Credits		16-17
Total Credits		62-63

Semester 1		Credits
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
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
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
Semester 3		
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
Semester 4		
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	
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