

# OFFICE ADMINISTRATION TECHNOLOGY (MEDICAL OFFICE 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 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.

<b>Semester 1</b>		<b>Credits</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
<b>Credits</b>		<b>16</b>
<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 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
<b>Credits</b>		<b>15</b>
<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
<b>Credits</b>		<b>15</b>
<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	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
OATS 270	Office Administration Technology Capstone	3
<b>Credits</b>		<b>16-17</b>
<b>Total Credits</b>		<b>62-63</b>