

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

Doña Ana Community College 2026-2027 Catalog (64-65 credits)

NOTE: Students must earn a final grade of C- or better in all major requirement 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 64 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 Honors 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 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		
<i>Related/Professional Requirements (25-27 credits)</i>		
BUSA 1115	Business English I	3
BUSA 1180	Business Mathematics	3
OTEC 1102	Keyboard Skillbuilding	3
BUSA 1210	Records Management	3
or HITP 1110	Electronic Health Records	
ACCT 1115	Accounting Principles I	3
or ACCT 2110	Principles of Accounting I	
OTEC 2260	Business Procedures	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
OTEC 2998	Internship I	3
or HITP 2998	Health Information Technology Internship	
BUSA 2175	Personal Development	3
Major Requirements		
<i>Concentration Coursework</i>		
OTEC 1125	Writing, Proofreading and Editing	3
OTEC 1103	Keyboard Skillbuilding II	3
OTEC 1125	Writing, Proofreading and Editing	3
BCIS 1220	Introduction to MS Word	3
BCIS 1215	Introduction to MS Excel I	3
BCIS 1230	Introduction to MS PowerPoint	3
OTEC 2999	Office Technology Capstone	3
Total Credits		64-65

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 HITP 1110 Electronic Health Records should be taken only by those who plan to pursue the Medical Office Assistant option.

⁵ OTEC 2998 Internship I/HITP 2998 Health Information Technology Internship 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.

Semester 1		Credits	OTEC 2999	Office Technology Capstone	3
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				
BUSA 1115	Business English I	3			
BUSA 1180	Business Mathematics	3			
OTEC 1102	Keyboard Skillbuilding	3			
BCIS 1220	Introduction to MS Word	3			
Credits		15			
Semester 2					
Area I: Communications - English Composition Level 1		4			
ENGL 1110G	Composition I				
BUSA 1210	Records Management	3			
or HITP 1110	or Electronic Health Records				
ACCT 1115	Accounting Principles I	3			
or ACCT 2110	or Principles of Accounting I				
OTEC 1125	Writing, Proofreading and Editing	3			
OTEC 1103	Keyboard Skillbuilding II	3			
Credits		16			
Semester 3					
SUMMER					
BUSA 2175	Personal Development	3			
Credits		3			
Semester 4					
Area IV: Social/Behavioral Sciences		3			
ECON 1110G	Survey of Economics				
ECON 2110G	Macroeconomic Principles				
ECON 2120G	Principles of Microeconomics Honors				
General Education Elective - choose one course from the NM General Education Requiriements in the NMSU/DACC Catalog		3			
OTEC 2260	Business Procedures	3			
BCIS 1750	Microsoft Outlook and Office Procedures	3			
BCIS 1230	Introduction to MS PowerPoint	3			
Credits		15			
Semester 5					
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				
OTEC 1125	Writing, Proofreading and Editing	3			
BCIS 1215	Introduction to MS Excel I	3			
OTEC 2998	Internship I	3			
or HITP 2998	or Health Information Technology Internship				
Credits		15			
			Credits		15
			Total Credits		64