

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		
<i>Select one course from four of the following six content areas for a total of 12-14 credits^{1,2}</i>		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 Elective²		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.