

OFFICE ADMINISTRATION TECHNOLOGY - CERTIFICATE OF COMPLETION

Doña Ana Community College 2026-2027 Catalog (33 credits)

NOTE: Students who lack prior general office experience may need to take course-related prerequisites.

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.

Students must complete all University certificate requirements to total at least 33 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
Technical Requirements (33 credits)		
BUSA 1180	Business Mathematics	3
BUSA 2230G	Human Relations in Business	3
OTEC 1102	Keyboard Skillbuilding	3
BUSA 1210	Records Management	3
ACCT 1115 or ACCT 2110	Accounting Principles I Principles of Accounting I	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1220	Introduction to MS Word	3
Choose one of the following two options: (12 credits)		
Bilingual Office Specialist or General Office Assistant Options		12
Total Credits		33

Bilingual Office Specialist Option

Prefix	Title	Credits
BUSA 2175	Personal Development	3
OTEC 2998 or HITP 2998	Internship I Health Information Technology Internship	3
SPAN 1511	Spanish for Human Services	3
SPAN 1410	Spanish for Health Care Professions	3
Total Credits		12

General Office Assistant Option

Prefix	Title	Credits
BCIS 1215	Introduction to MS Excel I	3
OTEC 2998 or HITP 2998	Internship I Health Information Technology Internship	3
BUSA 2175	Personal Development	3
Select one from the following:		3
HLSC 1510	Medical Terminology	
OTEC 2260	Business Procedures	
Total Credits		12

¹ Business English placement test will determine whether BUSA 1115 Business English I is required before taking BUSA 1210 Records Management.

² HITP 1110 Electronic Health Records should be taken only by those who plan to pursue the Medical Office Assistant Option.
³ HLSC 1510 Medical Terminology should be taken only by those who plan to pursue the Office Administration Technology Associate of Applied Science degree with the Medical Office Assistant option and/or Medical Transcription or Medical Billing certificate(s).

Bilingual Office Specialist (33 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 major requirement courses and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 33 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
BUSA 1210 or HITP 1110	Records Management or Electronic Health Records	3
BUSA 1180	Business Mathematics	3
BUSA 2230G	Human Relations in Business	3
OTEC 1102	Keyboard Skillbuilding	3
SPAN 1511	Spanish for Human Services	3
Credits		15
Semester 2		
ACCT 1115 or ACCT 2110	Accounting Principles I or Principles of Accounting I	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1220	Introduction to MS Word	3
BUSA 2175	Personal Development	3
SPAN 1410	Spanish for Health Care Professions	3
Credits		15
Semester 3		
OTEC 2998 or HITP 2998	Internship I or Health Information Technology Internship	3
Credits		3
Total Credits		33

General Office Assistant (33 credits)

A Suggested Plan of Study

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NOTE: Students must earn a final grade of C- or better in all required OTEC, HLSC and HITP courses and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 33 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
BUSA 1180	Business Mathematics	3
BUSA 1210 or HITP 1110	Records Management or Electronic Health Records	3
BUSA 2230G	Human Relations in Business	3
OTEC 1102	Keyboard Skillbuilding	3
Choose one from the following:		3
HLSC 1510	Medical Terminology	
OTEC 2260	Business Procedures	
Credits		15
Semester 2		
ACCT 1115 or ACCT 2110	Accounting Principles I or Principles of Accounting I	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1220	Introduction to MS Word	3
BCIS 1215	Introduction to MS Excel I	3
BUSA 2175	Personal Development	3
Credits		15
Semester 3		
OTEC 2998 or HITP 2998	Internship I or Health Information Technology Internship	3
Credits		3
Total Credits		33