MEDICAL ASSISTING - ASSOCIATE OF APPLIED SCIENCE

Doña Ana Community College 2026-2027 Catalog

Medical assistants work alongside physicians primarily in outpatient or ambulatory care facilities, such as medical offices, clinics, and urgent care centers. Medical assistants who earn their AAS in Medical Assisting are cross trained to perform administrative and clinical duties, whereas medical assistants who earn their certificate in medical assisting will be trained for clinical duties only.

Clinical duties include but are not limited to taking medical histories; explaining treatments and procedures to patients; collecting and preparing lab specimens; preparing and administering medications; performing electrocardiograms; and assisting physicians during examinations.

Administrative duties include but are not limited to answering telephones; updating and filing patient medical records; scheduling appointments; billing and bookkeeping.

Mandatory Attendance and Clinical Experiences

Students must attend all class meetings and lab sessions to be eligible for national certification testing. Clinical courses take place off-campus, students will need to have personal transportation, and be cleared for clinical compliance

(62 credits)

NOTE: Students must earn a final grade of C- or better in all required 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.

Clinical Compliance Packet

Students registering for a course that has a clinical component (PHLB 1190 Phlebotomist Basic, MAST 2990 Medical Assistant Practicum) are required to complete a clinical compliance packet and submit online to CastleBranch (https://discover.castlebranch.com/) for the director's approval to register.

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]		*14-18*
Area I: Communications		
ENGL 1110G	Composition I [3]	
or ENGL 1110H	Composition I Honors	
or ENGL 1110M	Composition I	
Area II: Mathematics		
MATH 1130G	Survey of Mathematics (or Higher)	
Area III: Laboratory Sciences		
BIOL 1130G	Introductory Anatomy & Physiology (non-majors)	
or BIOL 2210 & BIOL 2225	Human Anatomy and Physiology I and Human Anatomy and Physiology II	
Area IV: Social/Behavioral Sciences		
CEPY 1120G	Human Growth and Behavior [3]	
Area V: Humanities		
PHIL 2110G	Introduction to Ethics	3
PSYC 1110G	Introduction to Psychology	3
or SOCI 1110G	Introduction to Sociology	
Major Requirements		
Technical Requirements		
HITP 1110	Electronic Health Records	3
HITP 1120	Health Information Introduction to Pharmacology	3
HITP 2208	Medical Office Procedures	3
HITP 2248	Medical Coding I	3
HITP 2288	Medical Insurance Billing	3
HLSC 1510	Medical Terminology	3
Clinical Skills (MAST 1190, 4 Credits)		4
MAST 2210	Medical Assisting Clinical Procedures II	4
Practicum (MAST 2990, 6 Credits)		6
PHLB 1190	Phlebotomist Basic	4
SPAN 1410	Spanish for Health Care Professions	3
Total Credits		**59-63**

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. Clinical course requires clinical packet be complete and uploaded to CastleBranch and program director's permission to register for course.
5. MATH 1130G Survey of Mathematics is required for the MA degree but students may need to take prerequisites. *Note: select the course to see it's prerequisites in the course bubble.