

MEDICAL ASSISTING - ASSOCIATE OF APPLIED SCIENCE

Doña Ana Community College 2025-2026 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

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.

(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 Clearance Packet

Students registering for a course that has a clinical component (NA 109 Phlebotomist Basic, NA 110 Electrocardiogram Technician Basic, NA 214 Medical Assistant Practicum) are required to complete a clinical clearance 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}		12-14
Area I: Communications		
ENGL 1110G	Composition I ³	
Area II: Mathematics		
MATH 1220G	College Algebra ⁶	
Area III: Laboratory Sciences		

BIOL 1130G	Introductory Anatomy & Physiology (non-majors)	
Area IV: Social/Behavioral Sciences		
CEPY 1120G	Human Growth and Behavior ³	
General Education Elective		
PHLS 1110G	Personal Health & Wellness	3
Major Requirements		
Technical Requirements		
AHS 120	Medical Terminology	3
AHS 250	Spanish for Health Professionals	3
HIT 110	Electronic Health Records	3
HIT 120	Health Information Introduction to Pharmacology	3
NA 114	Patient Care Fundamentals	4
NA 109	Phlebotomist Basic (Special Permission) ⁴	4
NA 110	Electrocardiogram Technician Basic (Special Permission) ⁴	4
NA 212	Medical Assistant Capstone Course (Special Permission)	6
NA 214	Medical Assistant Practicum (Special Permission) ⁴	6
OATS 208	Medical Office Procedures	3
OATS 228	Medical Insurance Billing	3
HIT 248	Medical Coding I	3
Total Credits		62

- 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 For students who elect to take (or have taken) CHEM 1120G they will also need to take BIOL 2210 and BIOL 2225 in order to meet the degrees requirement for Anatomy & Physiology. (Note - the CHEM 1120G will be the portion of the required course combination that meets the General Education Area III requirement, taking only the BIOL courses will require an additional "G" course to be taken).
- ⁶ MATH 1220G College Algebra 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.