

MEDICAL ASSISTING - CERTIFICATE OF COMPLETION

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.

Clinical Clearance Packet

Students registering for a course that has a clinical component (MAST 1190, PHLB 1190, MAST 2210, MAST 2210L, MAST 2990) are required to complete a clinical clearance packet and submit online to Castlebranch (<https://discover.castlebranch.com/>) for the director's approval to register.

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.

(31-35 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.

Prefix	Title	Credits
HLSC 1510	Medical Terminology	3
BIOL 1130G or BIOL 2210 or BIOL 2225	Introductory Anatomy & Physiology (non-majors) Human Anatomy and Physiology I Human Anatomy and Physiology II	4
HITP 1110	Electronic Health Records	3
HITP 1120	Health Information Introduction to Pharmacology	3
Clinical Skills		4
MAST 1190	Clinical Skills & Concepts for Medical Assisting I	
PHLB 1190	Phlebotomist Basic	4
MAST 2210	Medical Assisting Clinical Procedures II	4
Practicum		6
MAST 2990	Medical Assistant Practicum	
Total Credits		31

Semester 1		Credits
HLSC 1510	Medical Terminology	3
BIOL 1130G or BIOL 2210 or BIOL 2225	Introductory Anatomy & Physiology (non-majors) or Human Anatomy and Physiology I or Human Anatomy and Physiology II	4
HITP 1110	Electronic Health Records	3
HITP 1120	Health Information Introduction to Pharmacology	3
Credits		13
Semester 2		Credits
Clinical Skills		4
MAST 1190	Clinical Skills & Concepts for Medical Assisting I	
PHLB 1190	Phlebotomist Basic	4
MAST 2210	Medical Assisting Clinical Procedures II	4
Credits		12
Semester 3		Credits
Practicum		6
MAST 2990	Medical Assistant Practicum	
Credits		6
Total Credits		31