

CERTIFICATE/ASSOCIATE DEGREE*

MEDICAL ASSISTING

Chart A Better Future.

Whether it's working in a medical clinic, private practice or urgent care, medical assistants help keep operations running smoothly and efficiently. Their duties vary from place to place, but they typically help doctors by performing basic clinical procedures, as well as handling some administrative duties.

The Medical Assisting program at Carrington College® is made up of three educational areas: clinical, administrative and externship. Client relations, critical thinking, adherence to ethical and legal requirements and proper communication are among the skills we emphasize. Courses can be taken in any order, except for the externship. Graduates are eligible to sit for certain national certification exams for medical assistants.† The program culminates in a Certificate of Achievement or Associate of Science degree.

To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

According to the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow 29% from 2012-2022.‡



Duties May Include:

- Taking medical histories
- Recording vital signs
- Collecting and preparing lab specimens
- Sterilizing medical instruments
- Explaining treatment procedures to patients
- Preparing patients for examination
- Drawing blood
- Giving injections
- Handling office administration duties

Possible Employment Opportunities:

- Physicians offices
- Podiatrists offices
- Outpatient facilities
- Residential care facilities
- Chiropractic offices
- Nursing homes
- Optometrists offices

For comprehensive consumer information visit carrington.edu/ccc/ma

* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit carrington.edu.

† Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. There are multiple certification opportunities available in the Medical Assisting field, the most recognized of which are the Registered Medical Assistant (RMA) credential and the Certified Medical Assistant (CMA) credential. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

‡ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook (2014-15 Ed.)



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COLLEGE®**

**877-623-1442
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CERTIFICATE/ASSOCIATE DEGREE* - MEDICAL ASSISTING

Student Learning Outcomes

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials and techniques within the scope of practice.
- Perform and assist with routine patient procedures and care as they relate to a medical setting.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

Program Goal

The goal of Carrington College's Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM REQUIREMENTS – Citrus Heights, Pleasant Hill, Pomona, Sacramento San Jose, San Leandro, Stockton

Medical Assisting Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MA 10	MA Clinical Theory 1	54	0	0	3.5
MA 101	MA Clinical Applications 1	23	31	0	2.5
MA 20	MA Clinical Theory 2	54	0	0	3.5
MA 102	MA Clinical Applications 2	23	31	0	2.5
MA 30	MA Clinical Theory 3	54	0	0	3.5
MA 103	MA Clinical Applications 3	23	31	0	2.5
MA 40	MA Administration Theory 1	54	0	0	3.5
MA 104	MA Administration Applications 1	23	31	0	2.5
MA 50	MA Administration Theory 2	54	0	0	3.5
MA 105	MA Administration Applications 2	23	31	0	2.5
CDV 198.2	Career Development Seminar (online course)	30	0	0	2
MA 501	Externship	0	0	180	4
Total for Certificate		415	155	180	36 [†]
ENG 101	English Writing and Composition [‡]	45	0	0	3
MAT 101	Principles of Mathematics [‡]	45	0	0	3
MAT 151	College Algebra [‡]	45	0	0	3
PSY 101	Introduction to Psychology [‡]	45	0	0	3
SOC 101	Introduction to Sociology [‡]	45	0	0	3
HUM 250	Introduction to Humanities [‡]	45	0	0	3
SCI 210	Environmental Science [‡]	45	0	0	3
CLT 100	Computer Literacy [‡]	45	0	0	3
Total for General Education		360	0	0	24
Total for Degree		775	155	180	60

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[†] 750 Clock Hours

[‡] General education course

Approximate time to complete the certificate program: 36 weeks (not including breaks)

Approximate time to complete the associate degree program: 72 weeks (not including breaks)