

About This Program

The Medical Assisting program at Carrington College comprises three educational areas:

- Clinical
- Administrative
- Externship

Students enhance skills such as word processing, typing, and keyboarding. Throughout the program professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized. Graduates are prepared to function competently at an entry-level in a variety of medical settings.

Online certificate students: although most courses for this program version are delivered in an online format, students are required to complete an externship in an approved healthcare setting.

Graduates of the Medical Assisting program at all locations including online are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam*.

Graduates at all locations except online are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential*.

Graduates of the program at all campuses except online are eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential*.

Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at accjc.org.

Carrington College's academic catalog, available at carrington.edu/catalog, provides the most current and detailed program information, including admission and graduation requirements.

For comprehensive information on Carrington College's accreditation and approvals, visit carrington.edu/accreditation. Visit carrington.edu/sci for important information on program outcomes. Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit carrington.edu.

¹ Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Careers in Medical Assisting¹


Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians' offices and other health care facilities to help keep operations running smoothly and efficiently. Their career path can lead to employment in a variety of health care environments such as:

- Physicians' offices
- Outpatient facilities
- State, local and private hospitals

Knowledge and Skills

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
- Explain routine patient procedures and care as they relate to a medical setting.
- Identify the process to maintain supplies and equipment as it relates to a medical setting.



The program culminates in a Certificate of Achievement.

MEDICAL ASSISTING



Campus-Based: Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia), and Visalia

Medical Assisting Campus-Based Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
COMP101	Computer Literacy and Applications for the Professional	45	0	0	3
HCP101	Structural Anatomy and Terminology	45	0	0	3
HCP102	Body System Anatomy and Terminology	45	0	0	3
HCP103	Foundational Office Skills	15	30	0	2
HCP203	Medical Office Management	45	0	0	3
MAP105	Laboratory Procedures	60	30	0	5
MAP115	Pharmacology and Medication Administration	60	30	0	5
MAP126	Clinical Applications	30	60	0	4
MAP205	Front Office Procedures	15	30	0	2
MAP91	Externship	0	0	180	4
MAP92	Applied Theory: Integrated Learning and Practice	30	0	0	2
TOTAL FOR CERTIFICATE		390	180	180	36¹

¹750 Contact hours

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

Blended: Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Pleasant Hill, Phoenix, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson.

Medical Assisting Blended Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MA10.H ³	MA Clinical Theory 1	54	0	0	3.5
MA101	MA Clinical Applications 1	23	31	0	2.5
MA20.H ³	MA Clinical Theory 2	54	0	0	3.5
MA102	MA Clinical Applications 2	23	31	0	2.5
MA30.H ³	MA Clinical Theory 3	54	0	0	3.5
MA103	MA Clinical Applications 3	23	31	0	2.5
MA40.H ³	MA Administration Theory 1	54	0	0	3.5
MA104	MA Administration Applications 1	23	31	0	2.5
MA50.H ³	MA Administration Theory 2	54	0	0	3.5
MA105	MA Administration Applications 2	23	31	0	2.5
MA501	Externship	0	0	180	4
CDV 198.2 ⁴	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		415	155	180	36⁵

³Blended course, ⁴Online general education course, ⁵750 Contact hours

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

Online: Certificate conferred from the Sacramento campus and Spokane campus.

Medical Assisting Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MAO10	MA Clinical Theory 1	60	0	0	4
MAO101	MA Clinical Applications 1	0	45	0	1.5
MAO20	MA Clinical Theory 2	60	0	0	4
MAO102	MA Clinical Applications 2	0	45	0	1.5
MAO30	MA Clinical Theory 3	60	0	0	4
MAO103	MA Clinical Applications 3	0	60	0	2
MAO40	MA Clinical Theory 4	60	0	0	4
MAO401 ⁶	Externship 1	0	0	135	3
MAO50	MA Clinical Theory 5	60	0	0	4
MAO105	MA Clinical Applications 5	0	45	0	1.5
MAO501 ⁶	Externship 2	0	0	180	4
CDV198.2 ⁷	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		330	195	315	35.5⁸

⁶Field experience in a healthcare setting, ⁷Online general education course, ⁸840 Contact hours

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