

START HERE FOR A  
GREAT CAREER

CENTRAL COAST  
COLLEGE  
a Legacy Education Institution



# MEDICAL ASSISTING DIPLOMA PROGRAM

If you love helping people, enjoy working with a team, medical assisting could be for you. The Medical Assisting program at Central Coast College (CCC) is a great place to begin and you can complete our diploma program in less than a year. CCC ensures you are ready to enter the job market with a program involving classroom theory lab procedures and externship.

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Program Length: 46 Weeks

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Classroom Hours: 755 Hours (290 Lecture + 290 Lab + 175 Externship)

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## Career Highlights & Opportunity

As a Medical Assistant, you will perform administrative and clinical tasks to support medical offices by keeping them running smoothly. Tasks include maintaining patient records, completing insurance forms, scheduling appointments, billing and bookkeeping. Clinical tasks include recording vital signs, interaction with patients during examinations, collecting lab work and preparing patients for procedures.

The U.S. Bureau of Labor Statistics ranks Medical Assisting among the fastest growing occupations over the 2020 - 2030 decade. Employment is projected to grow 18% – much faster than the average job ranking. As of 2020, Medical Assistants held about 720,000 jobs with career opportunities in hospitals, physicians' offices and long-term facilities. Go to: ([www.bls.gov/ooh/healthcare/medical-assistants.htm](http://www.bls.gov/ooh/healthcare/medical-assistants.htm)) for more information.

## Accreditation & Approval

Accreditation guarantees students that the programs at Central Coast College meet objective and rigorous third-party standards of educational practices. Central Coast College is accredited through ACCET (the Accrediting Council on Continuing Education and Training) and approved to operate under the BPPE (State of California Bureau for Private Postsecondary Education). The Veterinary Technology program has been awarded Initial Accreditation by the Council on Veterinary Technical Education and Activities of the AVMA (American Veterinary Medical Association).

The Medical Assisting program consists of the following areas of training:

- + Clinical
- + Administrative
- + Laboratory
- + Employment

## WHY CCC?

Central Coast College has provided hands on, comprehensive training for more than 35 years. We prepare you for a career in a broad scope of opportunities for better job options in the future. Our staff is qualified and caring with a focus on helping you succeed, providing real tools to thrive in your next work environment. Central Coast College provides job placement assistance to all qualified graduates. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid maybe available to those who qualify.

Let's Get Started  
Call CCC Today  
(831) 424-6767

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