

# MEDICAL ASSISTING CERTIFICATE PROGRAM

Your Path to Purpose  
BEGINS HERE

CENTRAL COAST  
COLLEGE  
a Legacy Education Institution



## Medical Assisting Certificate Program Courses Include:

- Clinical
- Administrative
- Laboratory
- Externship

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 certificate 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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**Total Program Length:** 46 Weeks

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

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## Why CCC?

Central Coast College provides hands-on, comprehensive training that prepares you for a career in a broad scope of opportunities to give you better job options in the future. We offer day and night classes so that you can complete your program around your lifestyle. The CCC staff is qualified and caring with a focus on helping you to succeed providing real tools to thrive in your next work environment. Central Coast College provides job placement assistance. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid may be available, to those who qualify.

## 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.

## Job Outlook

The U.S. Bureau of Labor Statistics\* ranks Medical Assisting among the fastest growing occupations over the 2021-2031 decade. Employment is projected to grow 16% - much faster than the average job ranking.

\*<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

## Accreditation & Approval

Central Coast College is accredited by the Accrediting Council for Continuing Education & Training (ACCET) - A Partnership for Quality® ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Our institution is also licensed by the Bureau for Private Postsecondary Education (BPPE). Licensed to operate means the institution is in compliance with the state standards as set forth in the California Private Postsecondary Education Act of 2009, Ed. Code §94897.

ACCET

BPPE  
Bureau for Private Postsecondary Education

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

[www.CentralCoastCollege.edu](http://www.CentralCoastCollege.edu)