

# MEDICAL ASSISTING PROGRAM OPTIONS AT CCMCC



*Your path* TO PURPOSE *can begin here*

## Why CCMCC?

Contra Costa Medical Career 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. CCMCC staff are qualified and caring, with a focus on helping you succeed, providing real tools to thrive in your next work environment. Contra Costa Medical Career College provides job placement assistance to all qualified graduates. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid may be available, to those who qualify.

**(925) 757-2900**  
[www.CCMCC.edu](http://www.CCMCC.edu)

**\*Medical Assisting, Clinical Medical Assisting and Medical Administrative Assistant/Billing & Coding Specialist Programs** do not include externship hours in course lengths noted. Externship is 160 hours and takes about 4-6 weeks.

**Jumpstart Your Career in Healthcare** – Choose the Medical Assisting Program That Fits Your Goals. Contra Costa Medical Career College (CCMCC) offers multiple paths to launch your healthcare career – whether you want to be job-ready in just 10 weeks or go through our 35-week comprehensive training. All programs are hands-on, taught by experienced professionals, and designed to prepare you for certification and employment.

### Medical Assisting with Phlebotomy | 35 weeks

This in-depth program combines the Clinical Medical Assisting, and Medical Administrative Assistant/Billing and Coding Specialist, EKG/ECG Technician, and Phlebotomy Technician courses into one comprehensive program, equipping you with dual skills for high-demand roles in clinics, hospitals, and labs. Guided by experienced instructors, students gain invaluable hands-on experience through a Clinical Experience.

- National certification eligible
- Career-ready in less than 8 months
- Financial aid available, to those who qualify

### Medical Assisting | 20 weeks\*

This Medical Assisting Program combines both the Clinical Medical Assisting and Medical Administrative/Billing and Coding Specialist programs into one comprehensive program. This focused program prepares you to work directly with patients in medical offices and clinics.

- Day or Evening programs
- 5-month completion
- Hands-on clinical instruction

### Clinical Medical Assisting | 10 weeks\*

This Clinical Medical Assisting Program focuses solely on the back-office procedures performed in the clinical setting of a physician's office or clinic. Students will receive intensive training emphasizing the use of the Electronic Health Records system, administration of medication, as well as venipunctures and EKG's.

- No pre-requisites
- Prepares you for entry-level roles
- Qualifies for NHA Certified Clinical Medical Assistant exam

### Medical Administrative Assistant/Billing & Coding Specialist | 10 weeks\*

Train for front-office roles in hospitals and clinics. This program covers medical billing and coding, along with other essential administrative procedures for managing patient records and insurance claims.

- Medical billing & coding focused
- Office and admin training
- Flexible 10-week schedule

Contra Costa Medical Career 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.

