



## Administrative/Front Office Training

Topics may include:

Health care settings; history of medicine; therapeutic communication; coping skills; legal & ethical considerations; Medical Office Simulation Software; medical abbreviations; telecommunications; patient scheduling; medical records; written communication; medical insurance; medical abbreviations.

## Uniform and Supplies

Career opportunities in this field are expected to grow up to 17% through 2030 in the Tulare County region.

\*According to the State of California Employment Development Department



Scan QR Code  
to register now



Upon successful completion of the course, student will receive Certificate of Completion

## Contact Us

559-730-7646  
3110 E. Houston Ave Visalia, CA 93292  
vas.vusd.org



VISALIA ADULT SCHOOL

# Medical Assistant

Administrative (Front Office) & Medical Terminology Only

Registration opens June 2, 2025

Class Dates:

August 26, 2025 - December 10, 2025

Tuesday, Wednesday, Thursday

6:00pm - 8:30pm

Dates and Time are subject to change

## What is a Medical Assistant?

A medical assistant is an allied health professional that supports the work of physicians and other health care professionals, usually in a clinic setting. Medical assistants perform routine clinical and administrative duties under the direct supervision of a physician or other health care professional.

## Requirements

- Pre-Register Online: [vas.vusd.org](http://vas.vusd.org)
- Must be 18 years old
- CTE Placement Score 247 or Higher
- CASAS Pre and Post Assessment
- Official High School Transcript, Diploma or Equivalent
- Foreign transcripts accepted
- State photo ID/current: driver license, US Passport
- Requirements must be completed to enroll in the program
- Mandatory and on-time first day of class attendance or will be dropped

## Approximate Costs

Registration Fee: \$450

Textbook Administrative Bundle: \$235

Medical Terminology Book: \$60

Binder with Supplies: \$15

Clinical Badge: \$5

Uniform and supplies: \$275 - \$330

Approximate Total: \$1095 including registration, books, materials, uniform and supplies

Credit/ Debit Only

Refunds provided if requested prior to the first day of class

## Uniform and Supplies

Payable to Nurses Boutique\*

Up To \$330

- Scrubs – 2 sets (Color: Caribbean Blue)
- Stethoscope
- BP Cuff
- White/Black leather shoes
- Watch with second hand

\*Other uniform vendors may be used