

# Medical Assistant

## Administrative/Clinical

**Registration Opens  
November 3, 2025**

*\*enrollment is limited in the order in which they arrive\**

### Class Schedule

**January 13, 2026 - May 29, 2026**

**Monday - Thursday**

**8:00am - 3:00pm**

**Friday**

**8:00am - 12:00pm**

**Mandatory Orientation: December 18, 2025**

**10:00am - 11:00am**

*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
- Current State photo ID: 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



### Topics Covered in Class

- Administrative (Front Office Training)
- Clinical (Back Office Training)
- Medical Terminology 350
- Extern & Certification

*\*see reverse for more information\**

### Approximate Costs

Registration Fee: \$700

Lab Supply Fee: \$100

Uniform and Supplies: \$275 - \$330

Drug Screen -Payable to Palm Occupational -  
235 E. Noble Ave., Visalia, CA 93277: \$50

Approximate Total: \$1,895

includes registration, books, materials,  
uniform and supplies, optional Certification  
exam

*\*see reverse for more information on cost breakdown\**

Credit/ Debit Only

Refunds provided if requested prior to the first day of  
class



Scan QR Code  
to register now



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

# Medical Assistant

## Administrative/Clinical



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### Topics Covered in Class

#### **Administrative (Front Office Training)**

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.

#### **Clinical (Back Office Training)**

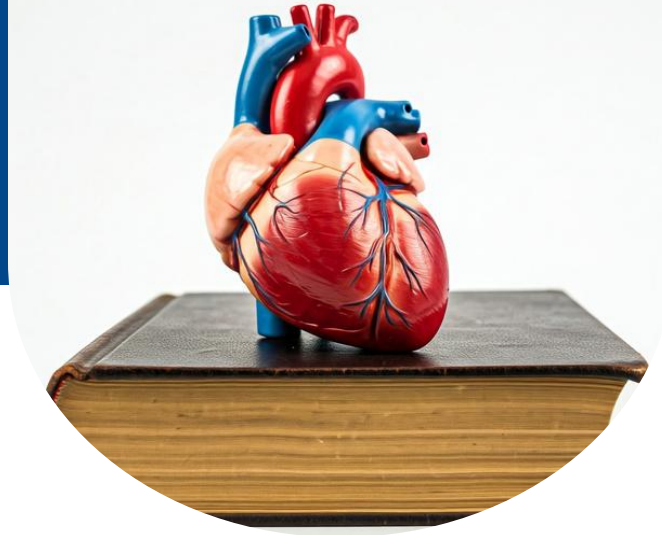
Basic anatomy/physiology; vital signs; universal precautions/infection control;  
HIV/AIDS information; introduction to phlebotomy; electrocardiograms; Healthcare Provider BLS CPR; First Aid; medication administration and dosing; injections; medical documentation; examinations; office surgeries.

#### **Medical Terminology 350**

The language used to precisely describe the human body including its components, process, condition affecting it and procedures upon it. This class will also be available in dual languages English/Spanish.

#### **Extern & Certification**

Successful attendance and completion of the program may qualify student for extern placement and ability to sit for the California Certified Medical Assistant examination to become a Certified Medical Assistant.



### Online Certification Information

Payable to CCBMA-  
California Certifying Board of Medical  
Assisting- CCBMA.org  
Approximate Cost: \$250

### Required Books/Materials

Payable to Visalia Adult School  
\$235-Administrative MA(Bundle/Workbook)  
\$60-Medical Terminology Book  
\$150-Clinical MA (Bundle/Workbook)  
\$15-Binder with supplies  
\$5-Clinical Badge

### Uniforms 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

### Industry Job Outlook

\*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