

Medical Assistant Programs

Program Length:

Front/Back Office: 36 credits / 45 weeks

Front Office only: 24 credits / 30 weeks

Back Office only: 24 credits / 30 weeks

Prerequisites: None

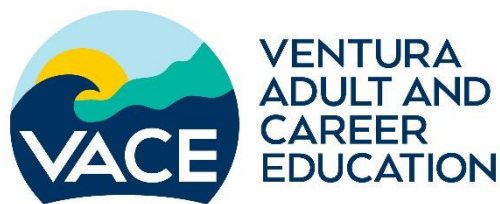
Certifications: CCMA (Certified Clinical Medical Assistant), NCMA (National Certified Medical Assistant)

Medical Assistants play a vital role in today's fast-paced healthcare industry, supporting physicians, nurses, and other providers across medical offices, clinics, and hospitals. They keep operations running smoothly while delivering compassionate, hands-on patient care — making this a rewarding entry point into the medical field.

VACE offers three flexible training options to fit different student goals: Front/Back Office Medical Assistant (36 credits / 45 weeks), Front Office Medical Assistant (24 credits / 30 weeks), and Back Office Medical Assistant (24 credits / 30 weeks). All are full-time training programs with no prerequisites required.

The curriculum blends clinical and administrative training. On the clinical side, students learn vital signs measurement, patient preparation, medical procedures, injections, venipuncture, laboratory testing, and electrocardiography (ECG). On the administrative side, students train in scheduling, insurance billing, medical coding, and general office operations. The program also covers medical terminology, anatomy and physiology, pharmacology, infection control, and medical law and ethics — plus electronic health records management, a critical skill in every modern medical setting.

Graduates are eligible to sit for national certification exams, including the Certified Clinical Medical Assistant (CCMA) and National Certified Medical Assistant (NCMA) exams — credentials that give them a real edge in the job market. The program rounds out training with career workshops covering professional development, resume writing, job searching, and mock interviews, backed by ongoing support from VACE's career placement team.



Pharmacy Technician Program

Program Length: 24 credits / 30 weeks

Prerequisites: None

Certifications: Pharmacy Technician Certification Exam (PTCE) or National Pharmacy Technician Exam (ExCPT) — leads to CPhT (Certified Pharmacy Technician) licensure

Pharmacy Technicians are essential members of the healthcare team, working alongside pharmacists to prepare and dispense medications, manage inventory, and maintain accurate patient records. This career path offers students a meaningful way to contribute to patient safety and wellness while working in the fast-paced environment of hospital, retail, or compounding pharmacies.

The Ventura Adult and Career Education Pharmacy Technician Program is a comprehensive 30-week, full-time training course with no prerequisites — students can enter with little to no prior background in pharmacy or healthcare. The curriculum provides in-depth instruction in pharmacy law and ethics, pharmacology and drug classifications, pharmaceutical calculations, prescription processing, inventory management, sterile and non-sterile compounding, insurance billing procedures, pharmacy-specific medical terminology, and electronic health records/pharmacy information systems.

Students get extensive hands-on lab experience: preparing prescriptions, calculating dosages, managing inventory, and practicing aseptic (sterile) technique — all with a strong emphasis on patient safety, confidentiality, and attention to detail.

Upon completion, students are eligible to sit for the Pharmacy Technician Certification Exam (PTCE) or the National Pharmacy Technician Exam (ExCPT), leading to licensure as a Certified Pharmacy Technician (CPhT). The program also includes job readiness workshops covering resume building, interview skills, and professional workplace behavior, with dedicated support from VACE's career services staff for job placement and career development.