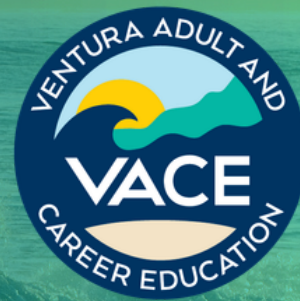


FRONT/BACK OFFICE MEDICAL ASSISTANT

PROFESSIONAL CERTIFICATION PROGRAM



Front/Back Office Medical Assistant students master the full scope of medical office work – administrative skills like scheduling, medical records, insurance, billing, coding, and EHR/EMR systems, plus clinical skills like patient care, lab testing, medication administration, venipuncture, ECGs, and Nonviolent Crisis Prevention and Intervention (NCPI) training..

NOTE: After completing the program, students are eligible to take the CCMA (NHA) and NCMA (NCCT) certification exams. There is an additional fee for the exams that is not included in the cost of this training program.

Curriculum Includes:

- Scheduling & patient intake
- Medical records management
- Insurance processing, billing & coding
- DHS, EHR, HIPAA, and AI
- Customer service & office operations
- Clinical procedures & patient care
- Laboratory testing
- Medication administration
- Venipuncture & ECGs
- Assisting providers during exams and minor procedures

Program Length: 45 WEEKS

Start	5 Times per year
Tuition	\$6,750
Books	\$1,141.99
Scrubs/ Materials	\$687.33
Registration	\$10.00
Total Cost	\$8,589.32

Course Titles:

- Anatomy and Physiology
- Business English
- Capstone Projects
- Computer and Internet Fundamentals
- Digital Healthcare Systems, EHR, HIPAA, and AI
- Health Care Communications Skills
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory / Law and Ethics
- Medical Coding/Billing
- Medical Records Management
- Medical Terminology
- Microsoft Office Suite
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Workforce Readiness

Job Possibilities for Graduates:

- Front or Back Office Medical Assistant
- Medical Assistant
- Medical Receptionist
- Medical Biller/Coder
- Hospital Admitting Clerk
- Medical Records Technician
- Medical Scribe
- Patient Care Coordinator



FAQ: FREQUENTLY ASKED QUESTIONS

PROFESSIONAL CERTIFICATION PROGRAMS

Receiving Unemployment? CalWORKS?

VACE is an approved training provider for WIOA, EDD, CalWORKS, and the California Department of Rehabilitation. Most programs are approved for Veterans. VACE also accepts Workers' Compensation Vouchers.

When are Classes?

Students are expected to attend classes on-campus for 20 hours/week. Students can choose from 2 schedule options:
5 half-days/week: Mon-Fri 8:00 a.m. - 12 noon
3 full-days/week: Tu 8-4, Wed 8-3, Th 8-4

When can I start?

Start dates are staggered throughout the year. The start dates for the 2026-2027 school year are Oct. 6, Jan 12, Mar. 9, and May 11.

What are the requirements for admission?

VACE provides students with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

You must be at least 18 years old and have a high school diploma or equivalent. Diplomas from foreign countries must be evaluated for equivalency before admission.

Prospective students must meet with a VACE counselor, have CTE objectives, and benefit from training. Some programs have prerequisites.

Which program is best for me?

Our program counselors can help you figure that out, including giving you resources for career exploration.

How do I enroll?

Call (805) 289-1744, set up a counseling appointment in our front office, or register online to attend an information session.

When will I finish?

After determining the length of your program you can determine your end date using a school calendar. From your start date, count how many weeks of instruction there are, excluding holidays and school breaks. Your Program Counselor can also give you this information.

What if I need more time?

Reasonable time extensions are possible. Students whose training is sponsored by a referring agency must follow the agency's guidelines.

What if I finish early?

With instructor approval students may request an early graduation. Students must always pass all competencies before graduation and attend a minimum number of weeks of instruction which varies by program.

Is job placement assistance included?

Yes! Students complete job placement workshops, individual resume consultation and a one-on-one practice interview.

How much does it cost?

VACE is a public school and tuition is based on an hourly rate multiplied by the program length. All program costs are listed in the school catalog.

Is financial aid available?

Yes! Financial aid, including Pell grants (not loans), is available to those who qualify for almost every program. The VACE program counselor or our in-house financial aid technician can answer questions and help with the application process.

Are there payment plan options?

Yes! Zero-percent interest on all private payment plans.

