

Medical Assistant

Administrative/Clinical

Visalia
ADULT SCHOOL
Change Lives!
Spring 2027

Registration Opens November 2, 2026

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



Scan QR Code to
register now



The Medical Assistant (Administrative/Clinical) program prepares students for entry-level employment across diverse healthcare environments, including outpatient clinics, medical offices, and specialty practices. Students receive comprehensive dual-track training in both front-office operations and back-office patient care. The curriculum emphasizes medical terminology, electronic health records management, insurance processing, patient communication, vital sign monitoring, infection control, phlebotomy, 12-lead EKGs, medication administration, and CPR/First Aid certification. Eligible students have the opportunity to apply their skills in active medical settings through on-the-job training placements and are fully prepared to sit for the California Certified Medical Assistant (CCMA) examination. This program equips students with the technical proficiency, legal and ethical grounding, and clinical confidence necessary to deliver high-quality patient care and support dynamic healthcare teams.

Class Schedule:

January 12, 2027 – May 28, 2027

Monday – Thursday | 8:00am - 3:00pm

and

Friday | 8:00am - 12:00pm

Mandatory Orientation: December 17, 2026

10:00am – 11:00am

**Dates and Time are subject to change*

Topics Covered in Class:

- Administrative (Front Office Training)
- Clinical (Back Office Training)
- Medical Terminology 350
- CPR/First Aid Certification
- On the job training & certification

**see reverse for more detailed information*

Requirements:

- Pre-Register Online: vas.vusd.org
- Must be at least 18 years old
- State photo ID/current: drivers license, or U.S Passport
- Official High School Transcript, Diploma, or Equivalent
- Foreign evaluated transcripts accepted
- CTE Placement Score 247 or higher
- CASAS Pre and Post Assessment in class
- Requirements must be completed to enroll in the program
- Mandatory and on-time first day of class attendance or will be dropped

Approximate Cost:

Registration Fee: \$725

Lab Supply Fee: \$100 (due upon registering)

Uniform and Supplies: \$275 - \$330

Physical and TB Test: Cost varies, up to \$150

Breath Alcohol Test: Cost varies, up to \$65

Background Check: Cost varies, up to \$50

Drug Screen – payable to Palm Occupational 235

E. Noble Ave., Visalia, CA 93277: \$65

Approximate Total: \$2190

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

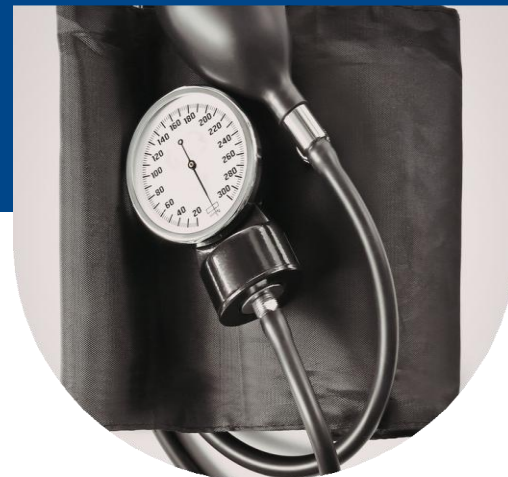
Credit/Debit only

Refunds provided if requested prior to first day of class

**see reverse for more information on cost breakdown –
price subject to change**

Medical Assistant

Administrative/Clinical



Course Objective & Topics Covered

Administrative (Front Office Training)

- Demonstrates professional therapeutic communication, customer service, and conflict resolution with patients and healthcare staff
- Navigate medical office simulation software to preform patient scheduling, electronic medical records management, and telecommunications.
- Apply foundational knowledge of healthcare law, ethics, and HIPAA compliance in handling sensitive patient records
- Process basic medical insurance claims, billing codes, and administrative correspondence accurately

Clinical (Back Office Training)

- Accurately record patient vital signs, medical histories, and physical documentation
- Maintain strict infection control standards, universal precautions, and HIV/AIDS safety protocols
- Preform entry-level clinical procedures including phlebotomy (venipuncture), 12-lead electrocardiograms (EKGs), injections, and medication dosing
- Earn Healthcare Provider BLS CPR & First Aid certification

Medical Terminology 350

- Master medical prefixes, roots, and suffixes to precisely describe human anatomy, body systems, medical conditions, and clinical procedures

Extern & Certification

Successful attendance and completion of the program may qualify student for exam placement and the ability to sit for the California Certified Medical Assistant (CCMA) examination to become a Certified Medical Assistant

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*

Cost Breakdown – approx. total \$2190

price subject to change

Registration Fee \$725

Lab Fee \$100 (due upon registering)

Physical and TB Test – Cost varies up to \$150

Breath Alcohol Test: Cost varies, up to \$65

Background Check: Cost varies, up to \$50

Drug Screen – Payable to Palm Occupational \$65

Required Books/Materials

Payable to Visalia Adult School

\$165 - Administrative MA(Bundle/Workbook)

\$60 - Medical Office Simulation Software (due upon registering. Limited time access)

\$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*

Online Certification Information

Payable to CCBMA- Approximate Cost: \$250

California Certifying Board of Medical Assisting-

CCBMA.org



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