

MEDICAL ASSISTANT

ONE YEAR CERTIFICATE PROGRAM FOR SVUSD SENIORS



Simi Institute for Careers & Education is proud to offer a Medical Assistant (Front & Back Office) certificate program for incoming SVUSD 12th grade students. Upon successful completion of this yearlong course, students will earn their Medical Assistant certificate and will be prepared to sit for the National Certified Medical Assistant (NCMA) exam (not included in course).

Medical Assistants are allied healthcare professionals who are responsible for various clinical and administrative tasks. Their duties may include direct patient care and preparation, ECG, phlebotomy, and pharmacology, all while prioritizing patient safety and confidentiality. They may also handle scheduling appointments, maintaining patient records, bookkeeping, and billing. *See reverse side for more information.*

INTEREST FORM



tinyurl.com/3rzu9hu6

PROGRAM DETAILS

Certificates: Medical Assistant (Front & Back Office); Administering Injections; Didactic Phlebotomy; Professional HIPAA; OSHA for Medical Assistants; Electrocardiogram; BLS CPR; IPM Sanitization; Mandated Reporter

High School Credits: 10 credits per semester

College Prep Elective: CTE / STEM A-G Elective

CTE Pathway: Health Science: Patient Care

SCHEDULE

Program Length: 1 year (2 semesters)

Days: Monday - Thursday (plus a few Saturdays)

Time: 2:50 pm - 4:30 pm

Location: Simi Institute Campus

1880 Blackstock Avenue, Simi Valley, CA 93065

Prerequisites: Must be entering 12th grade at an SVUSD high school and have their own reliable transportation

PLEASE NOTE

Regular attendance is mandatory. This may interfere with sports or other extracurricular activity scheduling. This course follows Simi Institute's school calendar which may differ from that of your high school.

KEY CHARACTERISTICS & SKILLS OF AN IDEAL MEDICAL ASST. STUDENT

Hands-On: The ideal student is comfortable learning by doing and is eager to participate in practical, skill-based activities. They engage directly with medical equipment, clinical simulations, and hands-on procedures such as vital signs, first aid, wound care practice, blood draws, injections and lab skills, showing confidence, curiosity, and professionalism.

Attention to Detail: This student carefully observes instructions, procedures, and clinical information to ensure accuracy and safety. They double-check their work, follow step-by-step processes, and consistently strive for precision in every task.

Problem-Solving Skills: They think critically when challenges arise, approach problems with a calm, solution-focused mindset, and use their medical knowledge to make informed decisions. They adapt, analyze, and find practical, safe solutions in complex situations.

Math and Computer Skills: The student has a solid foundation in basic math and is comfortable using technology. They perform calculations accurately for medication dosing, vital signs, and measurements, and confidently navigate computers, digital charts, and online assignments.

Good Work Ethics and Organization: They demonstrate responsibility, reliability, and commitment, completing assignments on time, arriving prepared, and maintaining a professional attitude. Organized and focused, they manage the demands of a rigorous year-long course effectively.

Communication and Teamwork: This student communicates clearly, respectfully, and professionally, listens actively, and shares ideas effectively. They collaborate well in group projects, clinical simulations, and hands-on activities, contributing positively to a supportive learning environment. Must have a desire to help others.

Safety Conscious: They prioritize safety in every task, following proper protocols for infection control, equipment use, and clinical procedures. They are vigilant about identifying hazards and ensure a safe and professional learning environment at all times.