

# CAREER EDUCATION

**SM** SAN MATEO ADULT &  
CAREER EDUCATION

(650) 558-2100

## HEALTHCARE EDUCATION

**Introduction to Healthcare Basics:** Interested in a career in the booming healthcare industry? This short 8-week introductory course is a **highly recommended prerequisite** for all allied health classes. The class will help you become proficient in basic medical terminology, develop skills for effective healthcare communication, understand pharmacy basics, learn about medical documentation, discuss rules of patient privacy, and explore various entry-level healthcare jobs.

**Patient Care Fundamentals:** This course is your gateway to the exciting world of healthcare. We break down the essential vocabulary and communication skills you need to hit the ground running, whether it's talking to patients or fellow professionals. We cover the basics: anatomy, physiology, common illnesses, medications, diagnostic tests. You'll work in groups, participate in on-line learning and get hands-on practice in labs. **This is a recommended prerequisite for all allied health classes.**

**Pharmacy Technician Training Program:** Looking to start a career in a field with high demand and growth potential? This comprehensive 14-week program will teach students about prescription filling, order entry, drug laws/regulations, medical safety, and inventory control. After successful completion of the class, students shall be placed in an externship at a local pharmacy and prepare to take the **Pharmacy Technician Certification Exam (PTCE).** \*\*

**Clinical Medical Assistant Training Program:** Interested in assisting physicians and working with patients? In this 14-week course, students will learn to obtain patient vital signs, administer medications, assist with minor medical procedures, perform simple lab tests, give injections, and draw blood. Upon completion of the program, students will be qualified to take the **Certified Clinical Medical Assistant (CCMA) examination.** \*\*

**Medical Billing and Coding Specialist:** Want to play a vital role in today's healthcare industry but prefer to be behind the scenes? In this 20-week course, students will learn to review medical records, insurance billing, manage the claim process, maintain electronic health records, and translate patient diagnosis into medical codes: ICD, CPT and HCPCS. Upon completion of the program, students will be prepared to take the **Certified Billing and Coding Specialist (CBCS) exam with the National Healthcareer Association.** \*\*

**Dispensing Opticians Training Program:** Interested in working in the healthcare field helping people to see more clearly? In this 14-week course students will learn to read and interpret prescriptions related to eyewear, learn the process of measuring, fitting, and adjusting, eyeglasses/contact lenses, and helping patients choose the right frames and lenses. This training shall adequately prepare students for the **American Board Of Opticianry (ABO) exam.**

**Dental Rover: Sterilization Technician:** Want to get your foot in the door of dentistry? This quick and easy 6-week course will help students learn skills in the sterilization of dental equipment, prepare exam rooms for appointments, and assist the dentist during their procedures and cleanings by handing them instruments.

**Phlebotomy Technician Program:** Want to engage in the healthcare job that is flexible and in demand with no previous experience? The 7-week program incorporates classroom theory and hands-on clinical skills to educate students on the techniques of drawing blood samples, safety policies, and procedures, infection control, and proper handling/processing of blood specimens. Upon completion of the program, students will be qualified to take the **Phlebotomy Technician Certification exam with the AMCA.** \*\*

**\*\* Financial assistance and payment plans available**



ENROLL NOW

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(650) 558-2100

**LEARN MORE**

[www.SanMateoAdultEd.org](http://www.SanMateoAdultEd.org)

## TECHNOLOGY, BUSINESS, & FINANCE

**Academy Cloud Foundations Training:** This program is intended for students who seek an understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services. Participants will be prepared to successfully pass the exam to earn their AWS Practitioner (grant subsidized program through a partnership with College of San Mateo)

**Excel Certification Program:** Creation and use of spreadsheets, including spreadsheet design, use of menu systems, basic and advanced formulas and functions, relative and absolute addressing, formatting, printing and graphing. Also includes design and optimization of large and complex spreadsheets, database features, macros, and linking of spreadsheets with other software programs.

**Office 365 Cloud Essentials:** This industry-recognized program is a 15-week course that helps students to acquire the technical computer skills necessary to be competitive in today's modern workplace culminating with an industry-certification exam sponsored by Express Employment Professionals.

**Intro to Accounting:** This 15-week introductory class teaches students basic accounting principles and guides them through the different facets of accounting. Intended to help anyone interested in a career in accounting, bookkeeping, finance or owning a business.

**Google Basics:** This course provides students with a basic overview of the main Google Apps Suite including Gmail, Google Docs, Sheets, and Slides, as well as Google Drive. Many employers are using Google as their preferred method of collaboration because it works on all platforms, it's paperless, saves automatically and for students it builds college and career readiness and is free to use with a Google account.

**Computer Lab (individual study):** Our computer lab is set up for individuals who are seeking to build or enhance their basic computer, typing, Google Basics, or Microsoft Office skills, get additional tech support or do homework. This is for individual study only, with teacher support.

**Quickbooks:** QuickBooks Comprehensive is a 15-week intensive course leading to mastery of the computer-based accounting software. Approved by Intuit, QuickBooks Online.

**Business Entrepreneur (How to Start a Business):** Ever dream of being your own boss? This introductory course is your launchpad! We'll break down the essentials of starting a business, from planning and smart decision making, to keeping your finger on the pulse of the latest trends. Get ready to roll up your sleeves and write a real business plan, do some market research, and gain the skills you need to win in today's business world.

## CAREER AND PROFESSIONAL DEVELOPMENT

**Building TRADES Math Test Prep Program:** Interested in entering the building trade industry? Our Math Test Prep Program will provide you with a support to pass construction trades exam. San Mateo Adult And Career Education offer this Math Test Prep Program to help students successfully pass their local union Apprenticeship Exams! Unions include Plumbers, Pipefitters, Welders, HVAC, Sprinkler Fitters, Electricians, Sheet Metal Workers, Operating Engineers, Insulators, and more!

**Professional Communications for Business & Beyond:** This program provides the essential communication skills you need to thrive in any workplace environment and become a confident leader. Course learning outcomes include a solid understanding of decision making, workplace etiquette, and business ethics.  
In-person class - Monday & Wednesday mornings 9 am - 12 pm

For more information about any of the Career Education programs, or to register visit:  
[SanMateoAdultEd.org/programs/career-education](https://SanMateoAdultEd.org/programs/career-education) or email Lynnette at [lgarcia@smuhdsd.org](mailto:lgarcia@smuhdsd.org)

