

# Graduating Seniors:

## Jump-start your Career in Healthcare - for FREE!

Become a Medical Front Office Assistant & Build Your Resume

In just a few weeks, you'll gain skills to work in Medical Offices, Clinics, or Hospitals — jobs starting at \$25/hr

- ✓ Intro to Healthcare
- ✓ Hands-on training in scheduling, patient privacy & communication
- ✓ Field trips to local colleges
- ✓ BLS CPR Certification
- ✓ Intro to billing, coding and insurance
- ✓ Connect with employers at the Job Fair!
- ✓ English Language Learners (intermediate and higher)





**July 8<sup>th</sup> to August 21st**  
**Tues. & Thurs.**  
**9:30am to 12:30pm**

**In person: Redwood High School**  
**395 Doherty Drive, Larkspur**

**FREE CLASS!~**



(415) 945 1031   
tamadulthood.org 

**SCAN TO REGISTER!**





# Build Skills for a High-Demand Career Path



## Course Highlights

**Tamalpais Adult School**  
in Partnership with:

**DOMINICAN UNIVERSITY**  
of CALIFORNIA



COLLEGE OF  
**MARIN**



- BLS CPR Certification
- Job Fair
- Roles & Responsibilities
- Healthcare Compliance
- Intro to Medical Terminology
- Communication in Healthcare
- Patient Registration Process
- Appointment Scheduling
- Digital Literacy
- Insurance Procedures
- Electronic Health Record
- Certificate of Completion

