



Guide to a Healthy Career

Your Future in Health Care Career

“Affordable Health Care Careers at John Adams”



Presented by
New Student Counseling Department
City College of San Francisco
John Adams Center – Room 142
1860 Hayes St (Hayes/Masonic) San Francisco, CA 94117

Path to Health Care Career



I
SELECT YOUR HEALTH PROGRAM

II
ATTEND AN ORIENTATION
(IF REQUIRED)

III
APPLY TO PROGRAM
ENROLL IN CLASSES

IV
COMPLETE CERTIFICATE
OR DEGREE



Questions? Contact John Adams Counseling @ 415-561-1925.

John Adams Center – CCSF
“Affordable Health Care Education”
1860 Hayes Street, San Francisco, CA 94117
(415) 561-1900

- Health vocational training
- Classroom, fieldwork, internship/externships
- Accredited and professional licensing eligible

One Semester Programs

Emergency Medical Technician	Certified Nurse Assistant/Home Health Aide
Health Unit Coordinator	Phlebotomy

Two-Three Semester Programs

Electrocardiography Technician	Health Information Clerk 1
Health Information Clerk II	Health Information Coding Specialist
Licensed Vocational Nurse	Medical Assisting
Medical Biller	Medical Clinical Assisting
Medical Evaluation Assistant (SFDPH)	Medical Receptionist
Paramedic	Pharmacy Technician

Four Semester +/-Associates Degrees

Cardiovascular Technician/ECHO	Electrocardiography Technician
Health Information Technology – Certificate	Health Information Technology
Medical Assisting	Medical Administrative Assisting
Paramedic	Pharmacy Technician

Admission

- Must be 18 years or older.
- Complete application for credit admission.
- Attend required health program orientation at least one term before classes begin.
- Apply for financial aid with FAFSA (Free Application for Federal Student Aid) or Dream Act.
- See an academic counselor at JAD for preliminary advising

One Semester Programs

CNA – Certified Nurse Assistant/Home Health Aide

- **Certificate of Accomplishment in Home Health Aid/Nurse Assistant.**
- One semester – Total 13 units:
 - Convalescent Care (7 units).
 - Home Health Aide (2.5 units).
 - Acute Care (3.5 units).
- Entry-level nursing career ladder.



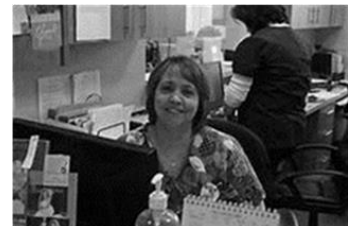
EMT- Emergency Medical Technician

- One Semester (9 units).
- Certificate of Achievement EMT.
- First responder training.
- EMT as “steppingstone” into health care.
- Paths into Paramedics, Licensed Vocational Nursing, Medical Assisting, etc.



Health Unit Coordinator

- One semester (4.5 units).
- Intro to health care clerical duties in hospital environment.
- Transcribe doctor's orders and understand medical orders.
- Liaison between health staff.



Phlebotomy

- HCT 104 (6 - 8.5 units).
- One Semester class.



Two - Three Semester Programs

CVT/ECHO - Cardiovascular Technician/ Echocardiography

- Advanced ECG interpretation.
- Four semester cohort.
- Available every two years. **Next Admission: Fall 2024.**
- Certificate of Achievement **CVT/Echocardiography Technician** (69 units).
- Covers cardiac anatomy, pathology, ultrasound physics, images to assess normal-pathology and stress echo.
- **Associates Science in CVT/Echocardiography Technician.** (69 units) + GEs.



ECG (ECGT) - Electrocardiography Technician



- Two-Three Semesters.
- Non-invasive cardiac diagnostics work in hospital, clinics, or medical facility.
- **ECG Certificate of Achievement** (8.5 units).
- **Associate Science Major** (48.5 units) + GEs.

H I T – Health Information Technology

- **H I T** Certificate of Achievement (47 - 52 units).
- **H I T Clerk I** Certificate of Achievement (14 - 15 units).
- **H I T Clerk II** Certificate of Achievement (31 units).
- **H I T Coding Specialist** Certificate of Achievement (41 - 46 units).
- Process, analyze, disseminate, and organize health care records.
- Work within medical, administrative, ethical, and legal regulatory requirements.
- Entry-level health information professional in health settings like hospitals, clinics, and research settings.
- **Associate Science Major** (47 - 52 units) + GEs.



Two - Three Semester Programs

LVN – Licensed Vocational Nursing



- Nursing care in hospitals & health facilities with supervising staff.
- Mandatory orientation and separate application for acceptance.
- Accredited by California Board of Vocational Nursing and Psychiatric Technicians.
- Graduates eligible to take state exam for licensure for vocational nursing.
- **Vocational Nursing Certificate of Achievement** (40.5 units).

MA - Medical Assisting

- **Medical Assisting Certificate of Achievement** (53.5 - 58.5 units).
- **Medical Biller Certificate of Achievement** (30.5 units).
- **Medical Clinic Assistant Certificate of Achievement** (31 units).
- **Medical Evaluation Assistant** – SFDPH (40 – 45 units).
- **Medical Receptionist Certificate of Achievement** (33.5 - 38.5 units).



- Eligible for Certified Medical Assistant (CMA) Exam American Association of Medical Assistants (AAMA).
- Perform administrative and clinical procedures in physician's offices, outpatient clinics, medical laboratories, and home health care agencies.
- Front desk; Clinical services; Back office.

Four Semester and More/ Associates Degree

MA - Medical Assisting

- Patient-Clinical focus with administrative skills.
- **Associates Science Med Asst** (61 - 66 units) + GEs.
- All Medical Assisting Associate degree earners will receive certificates and will be eligible for Certified Medical Assistant (CMA) Exam.



MAA - Medical Administrative Assisting

- Support patients and staff administration.
- Perform medical coding, billing, computer, and office management.
- Eligible for Certified Coder (CPC) or Certified Coding Specialist Physician Office (CCS-P).
- **Associates Science Med Admin Asst** (46 - 51 units) + GEs.



Paramedic

- Four semesters at fulltime enrollment.
- Requires minimum EMT six months working experience.
- **Certificate of Achievement** (52 units).
- **Associates Science Paramedic** (55 units) + GEs.



PHTC – Pharmacy Technician

- Two semesters (34 units).
- Fall admission only and cohort format.
- Assist pharmacist in preparing, dispensing, purchasing, and inventory control of prescribed medications.
- **Certificate of Achievement** (30 units)
- **Associate Science PHTC** (44.5 units) + GEs



At Ocean Campus

Dental Assisting

- Contact Dental Assisting for application information for Fall starts.
- Train for four semesters to work as Registered and Certificate Dental Assistant in private practice, hospitals, clinics, and dental schools.

Website: www.ccsf.edu/dental-assisting



DMI - Diagnostic Medical Imaging (Radiology)

- The application cycle is July-August for the following year.
- Train for eight semesters to operate radiographic equipment, perform studies, create-process radiographic images.

Website: www.ccsf.edu/dental-assisting



RN - Registered Nursing

- The next application cycle year 2024/2025 begins early Spring 2024.
- Train for four semesters of clinical nursing knowledge and skills for the California Board of Registered Nursing licensing exam.

Website: www.ccsf.edu/rn



Healthcare Interpreting

- Applicants will be reviewed by the HCI Coordinator for admission to the program.
- Two-Three semester training to provide linguistically and culturally appropriate translation services healthcare providers and language of services.

Website: <https://www.ccsf.edu/degrees-certificates/healthcare-interpreting>



2023 Academic Calendars

2023 Fall Semester

Classes Begins/ ends:

August 16 – December 19, 2023

Holidays:

September 4, 2023

Labor Day

November 10, 2023

Veterans' Day (Observance)

November 23-26, 2023

Thanksgiving Recess

2024 Spring Semester

Classes Begins/ ends:

January TBA – May TBA 2024

JAD Student Services Offices

Academic Counseling (415) 561-1925	Room 142	Monday 8 AM – 6 PM	Tuesday 8 AM – 6 PM	Wednesday 8 AM – 5 PM	Thursday 8 AM – 5 PM	Friday CLOSED
Administration Office (415) 561-1900	Room 115	Monday 3:30 AM – 7:30PM	Tuesday 3:30 AM – 7:30 PM	Wednesday 3:30 PM – 7:30PM	Thursday 3:30 PM – 7:30PM	Friday 10 0AM – 2PM
Admissions & Enrollment (415) 561-1835	Room 143	Monday 8:30 AM – 4:30PM	Tuesday 8:30 AM – 6:30 PM	Wednesday 8:30 AM – 6:30 PM	Thursday 8:30AM – 4:30 PM	Friday 8:30AM – 1:30PM
Career Services *Hours might differ	Room 142	Monday 9 AM – 5 PM	Tuesday 9 AM – 5 PM	Wednesday 9 AM – 5 PM	Thursday 9 AM – 5 PM Remote	Friday 9 AM – 5 PM Remote
Disabled Students Programs & Services (415) 561-1001	Room 106	Monday 9 AM – 3 PM	Tuesday 9 AM – 3 PM	Wednesday 9 AM – 3 PM	Thursday 9 AM – 3 PM	Friday CLOSED
Financial Aid	Room 142	Monday 8AM – 5PM	Tuesday 10AM-7PM	Wednesday 10AM-7PM	Thursday 8AM – 5PM	Friday 8AM-1:30PM
Library (415) 561-1946	Room 204	Monday 10AM – 6PM	Tuesday 10AM – 6PM	Wednesday 10AM – 6PM	Thursday 10AM – 2PM	Friday CLOSED
Public Safety (415) 561-1940	Room 59					

* Hours are subject to change without notice

In-person College Resources

Admissions & Enrollment – Room 143 <ul style="list-style-type: none"> • Applying to CCSF • Adding-Dropping classes • Student ID cards • CCSF Forms – Documents 	Counseling – Room 142 <ul style="list-style-type: none"> • Counseling /Advising • Planning your classes • Ed plans, certificates, associates, and transferring
Financial Aid – Room 142 <ul style="list-style-type: none"> • Applying for financial aid • Answering financial aid questions • Help with forms and status • Financial aid explained 	Disabled Students Programs & Services – Room 106 <ul style="list-style-type: none"> • Accommodations, assessments, & classes • Counseling – disability management & academics • Computer Lab
Associated Students Council JAD – Room 118 <ul style="list-style-type: none"> • Student governance body • Organizes student events • Manages student snack 	Library – Room 202 <ul style="list-style-type: none"> • Full service CCSF Library • Study areas – groups/ Individuals • Reserved books – JAD classes • Books, magazines, references • Info search & research help
Student Tutor and Resource Center (STAR) – Room 313 <ul style="list-style-type: none"> • <i>Health Care Technology student support</i> • Anatomy tutoring • Math calculations • Research paper assistance 	JAD Computer Lab – Room 104 (Open Lab but DSPS student priority) <ul style="list-style-type: none"> • PC terminals with printing (limit/fee) • Internet access
Student Cafeteria/Lounge – Room 61 <ul style="list-style-type: none"> • Dining area with tables & chairs • Microwave ovens and drink vending machines 	Lost and Found – Room 115 <ul style="list-style-type: none"> • Lost items can be turned in • Lost items can be locked for/claimed at
Campus police – Room 59	

Parking/Transportation

- Student parking in the Hayes-Masonic Lot only. Read the signs for allowed times for student parking. ***Note:*** Daytime Street parking has two-hour limit.
- Public transportation is available with nearby MUNI Lines: 5, 5R, 21, and 43. The 7, 7R, and 31 buses are a short walk from the school.
- Bike racks available by the Hayes Street Central stairs area.

Elevators

- Available at East end of each floor (Ground, 1st, 2nd, and 3rd Floor). No key needed.

FALL 2023 – HCT Program Orientations at John Adams Center

(Please join **ZOOM** meeting a few minutes before the start time. Orientations can take up to 2 hours)

CNA - Certified Nurse Assistant include Home Health Aide Website: www.ccsf.edu/LVN	Admission, Spring 2024		Wednesday 9/27/23 at 10:30 am, on Zoom	Wednesday 10/11/23 at 10:30 am, on Zoom		
LVN - Licensed Vocational Nursing Website: www.ccsf.edu/LVN	Admission, Spring 2024		Wednesday 9/13/23 at 1 pm, on Zoom	Wednesday 10/11/23 at 1 pm, on Zoom		
CVT/ ECHO - Cardiovascular Technology/ Echocardiography Website: https://bit.ly/2ENLIGq	Admission, Fall 2024	To Be Announced in February 2024				
ECGT - Electrocardiography Technician Website: https://bit.ly/2R9NuyS	Admission, Spring 2024				Tuesday 11/21/23 1:30 pm, on Zoom	
EMT - Emergency Medical Technician Website: https://bit.ly/3bkvYRR	Admission, Spring 2024			Thursday 10/12/23 at 9 am, on Zoom	Thursday 11/16/23 at 9 am, on Zoom	Thursday 12/14/23 at 9 am, on Zoom
EMT-P - Paramedic (cohort) Website: https://bit.ly/2XuUTg0	Admission, Fall 2024	Friday 8/25/23 at 1 pm on Zoom	Wednesday 9/13/23 at 4:30 pm on Zoom	Thursday 10/19/23 at 12:00 pm on Zoom	Thursday 11/16/23 at 11:30 am on Zoom	Thursday 12/14/23 at 11:30 am on Zoom
HIT – Health Information Technology Health Information Clerk 1, Health Information Clerk II, and Health Information Coding Specialist Website: https://bit.ly/2Dldcxi	Admission, Spring 2024	Thursday 8/10/23 at 6 pm, on Zoom	Thursday 9/14/23 at 6 pm, on Zoom	Thursday 10/12/23 at 6 pm, on Zoom	Thursday 11/09/23 at 6 pm, on Zoom	Thursday 12/14/23 at 6 pm, on Zoom
MED - Medical Assisting, includes Medical Administrative Assisting, Medical Biller, Med. Clinic Assistant Medical Evaluation Assistant, and Medical Receptionist Website: https://bit.ly/3hXfDVy	Admission, Spring 2024	Wednesday 8/9/23 at 6 pm, on Zoom		Wednesday 10/18/23 at 6 pm, on Zoom	Wednesday 11/15/23 at 6 pm, on Zoom	Wednesday 12/13/23 at 6 pm, on Zoom
PHCT - Pharmacy Technician Website: https://bit.ly/31loJlI	Admission, Spring 2024				Wednesday 11/1/23 at 7 pm, on Zoom	Friday 12/1/23 at 5 pm, on Zoom
PHLEB - Phlebotomy Technician (HCT 104 class) Website: https://bit.ly/3gGov0p	Admission, Fall 2024	To Be Announced in February 2024				
HUC - Health Unit Coordinator (HCT 110 class) Website: https://bit.ly/3I5D8hQ	Admission, Spring 2024	See Program Website for Program Flyer				



Health Career Education at CCSF



Features:

- Classroom and hands-on training
- Fieldwork and Internship
- Professionally certified & license eligible
- 1 to 6 semesters
- Certificates and Associates degrees
- \$46 per unit for California residents
- Financial aid available for eligible programs

You can study:

- **Cardiovascular Technician/ECHO**
- **Dental Assisting** AT OCEAN CAMPUS
- **Diagnostic Medical Imaging (Radiology)** AT OCEAN CAMPUS
- **Electrocardiography Technician (ECG)**
- **Emergency Medical Technician**
- **Health Information Technology**
- **Health Interpreter** AT OCEAN CAMPUS
- **Health Unit Coordinator**
- **Medical Assisting**
- **Medical Administrative Assisting**
- **Medical Biller**
- **Medical Clinic Assistant**
- **Medical Evaluation Assistant**
- **Medical Receptionist**
- **Nursing**
 - **Registered Nurse** AT OCEAN CAMPUS
 - **Vocational Nursing**
 - **Home Health Aide/ Nursing Assistant (CNA)**
- **Paramedic**
- **Pharmacy Technician**
- **Phlebotomy Technician**

For more information about program pre-requisites, please contact:

Counseling Department at 415-561-1925
John Adams Center - 1860 Hayes Street, San Francisco, CA 94117