

Guide to a Healthy Career

Your Future in Health Care Career

"Affordable Health Care Careers at John Adams"

Spring 2025



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 2026.**
- **Certificate of Achievement CVT/Echocardiography Technician (66 units).**
- Covers cardiac anatomy, pathology, ultrasound physics, images to assess normal-pathology and stress echo.
- **Associates Science in CVT/Echocardiography Technician. (66 units) + GEs.**



ECG (ECGT) - Electrocardiography Technician



- Two-Three Semesters.
- Non-invasive cardiac diagnostics work in hospitals, clinics, or medical facilities.
- **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** (45 units).
- **Associates Science Paramedic** (48 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.

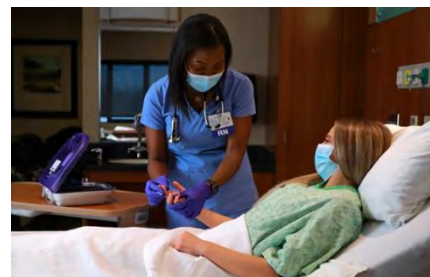
Website: www.ccsf.edu/dental-assisting



RN - Registered Nursing

- The next application cycle year 2025/2026 is January 6, 2025-February 18, 2025
- 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 to healthcare providers and language of services.

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



Spring 2025 Academic Calendars

2025 Fall Semester

Classes Begins/ends:

January 13 – May 21, 2025

Holidays:

January 20, 2025

Martin Luther King, Jr. Birthday

February 17, 2025

President's Day

March 31-April 6, 2025

Spring Break

2025 Summer Semester

Classes Begins/ends:

TBA

JAD Student Services Offices

Academic Counseling (415) 561-1925	Room 142	Monday 8 AM – 5:30 PM	Tuesday 8 AM – 5:30 PM	Wednesday 8 AM – 4:30 PM	Thursday Remote	Friday Remote
Administration Office (415) 561-1900	Room 115	Monday 8 AM – 7:30 PM	Tuesday 8 AM – 7:30 PM	Wednesday 8 AM – 7:30 PM	Thursday 8 AM – 7:30 PM	Friday 8 AM – 2 PM
Admissions & Enrollment (415) 561-1835	Room 143	Monday 8:30 AM – 4:30 PM	Tuesday 8:30 AM – 6:30 PM	Wednesday 8:30 AM – 6:30 PM	Thursday 8:30 AM – 4:30 PM	Friday 8:30 AM – 1:30 PM
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 9 AM – 12 PM
Financial Aid	Room 142	Monday 8 AM – 5 PM	Tuesday 10 AM-7 PM	Wednesday 10 AM-7 PM	Thursday 8 AM – 5 PM	Friday 8 AM-1:30 PM
Library (415) 561-1946	Room 204	Monday 9 AM – 5 PM	Tuesday 9 AM – 5 PM	Wednesday 9 AM – 5 PM	Thursday 9 AM – 3 PM	Friday CLOSED
Public Safety (415) 561-1940	Room 59	Monday 7 AM – 11 PM	Tuesday 7 AM – 11 PM	Wednesday 7 AM – 11 PM	Thursday 7 AM – 11 PM	Friday 7 AM – 5 PM

* Hours are subject to change without notice

In-person College Resources

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

Parking/Transportation

- Student parking in the Hayes-Masonic Lot only. Read the signs for allowed times for student parking. **Note:** Daytime Street parking has a 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 the East end of each floor (Ground, 1st, 2nd, and 3rd Floor). No key needed.

Spring 2025 – 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)

C N A - Certified Nurse Assistant include Home Health Aide Website: www.ccsf.edu/LVN	Admission, Fall 2025	Wednesday 3/12/25 at 10:30 am, on Zoom	Wednesday 3/26/25 at 10:30 am, on Zoom	Wednesday 4/09/25 at 10:30 am, on Zoom		Wednesday 5/07/25 at 10:30 am, on Zoom
LVN - Licensed Vocational Nursing Website: www.ccsf.edu/LVN	Admission, Fall 2025		Wednesday 2/19/25 at 1 pm, on Zoom	Wednesday 3/19/25 at 1 pm, on Zoom	Wednesday 3/26/25 at 1 pm, on Zoom	
CVT/ ECHO - Cardiovascular Technology/ Echocardiography Website: https://bit.ly/2ENLIGg	Admission, Fall 2025	<i>To Be Announced on March 10, 2025</i>				
ECGT - Electrocardiography Technician Website: https://bit.ly/2R9NuyS	Admission, Fall 2025			Tuesday 3/18/25 2:00 pm, on Zoom		
EMT - Emergency Medical Technician Website: https://bit.ly/3bkvYRR	Admission, Summer/Fall 2025		Thursday 2/27/25 at 9 am, on Zoom		Thursday 4/10/25 at 9 am, on Zoom	Thursday 5/01/25 at 9 am, on Zoom
EMT-P - Paramedic (cohort) Website: https://bit.ly/2XuUTq0	Admission, Fall 2025		Wednesday 2/19/25 at 12:30 pm, on Zoom		Wednesday 4/23/25 at 12:30 pm, on Zoom	
H I T – Health Information Technology Health Information Clerk 1, Health Information Clerk II, and Health Information Coding Specialist Website: https://bit.ly/2DIdcxi	Admission, Fall 2025		Thursday 2/13/25 at 6 pm, on Zoom	Thursday 3/13/25 at 6 pm, on Zoom	Thursday 4/17/25 at 6 pm, on Zoom	Thursday 5/08/25 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, Fall 2025			Wednesday 3/19/25 at 6 pm, on Zoom	Wednesday 4/16/25 at 6 pm, on Zoom	Wednesday 5/14/25 at 6 pm, on Zoom
PHCT - Pharmacy Technician Website: https://bit.ly/31loJl	Admission, Fall 2025	Monday 1/27/25 4 pm, on Zoom	Monday 2/24/25 4 pm, on Zoom	Tuesday 3/11/25 4 pm, on Zoom	Monday 4/28/25 4 pm, on Zoom	Monday 5/12/25 4 pm, on Zoom
PHLEB - Phlebotomy Technician (HCT 104 class) Website: https://bit.ly/3gGov0p	Admission, Fall 2025		Monday 2/24/25 6 pm, on Zoom	Monday 3/24/25 6 pm, on Zoom		
HUC - Health Unit Coordinator (HCT 110 class) Website: https://bit.ly/3l5D8hQ	Admission, Fall 2025			Wednesday 3/19/25 at 5 pm, on Zoom	Wednesday 4/23/25 at 5 pm, on Zoom	



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