

- *Want to further your education, but need flexibility?*
- *Need training that will make you more competitive?*
- *Want to open up your career options?*

## Metrix Learning and CalJOBS can help you grow!

### Business Courses

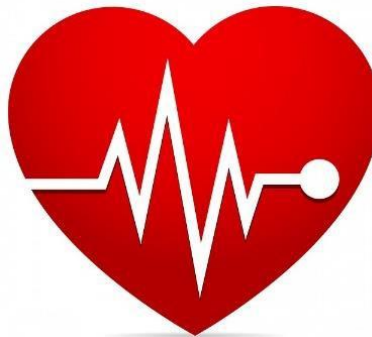
- Administrative
- Finance & Accounting
- Human Resources
- Sales & Marketing

### Healthcare Courses

- Basic Clinical Skills
- Billing & Coding
- Dietary & Nutrition
- Infection Control

### Industrial Courses

- Automotive
- Electrical
- Green Energy
- Machining



### Computer Course

- Word
- Excel
- PowerPoint
- Publisher

### Workplace Courses

- Business Etiquette
- Team Skills
- Time Management
- Business Writing

### Customer Service Courses

- Active Listening
- Communication
- Emotional Intelligence
- Cultural Sensitivity

**To register on both sites, simply go to:**

**<http://eastbayworks.metrixlearning.com>**

**[www.caljobs.ca.gov](http://www.caljobs.ca.gov)**

### Business Courses



- **ASQ: Six Sigma** (Black, Green and Yellow Belt)
- **Desktop Curricula:** Adobe, Apple, Facebook, Google, Microsoft Office
- **Administrative Support:** Office Manager
- **Communication Curriculum:** Cross-cultural communication, Dealing with difficult people, Effective Business Writing
- **Customer Service:** Communicating Effectively, Interacting with customers.
- **Human Resources:** Recruiting, screening

#### Salaries:

**Help Desk Support**  
\$27 per hour

**Office Coordinator**  
\$19 per hour

**Human Resources Specialist**  
\$29 per hour

### Healthcare Courses

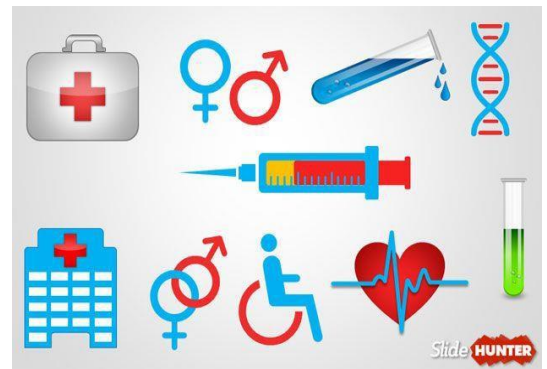
#### Salaries:

**Medical Billing**  
\$21 per hour

**Dietitian**  
\$32 per hour

**Nursing Assistant**  
\$17 per hour

- **Basic First Aid:** Medical response
- **Billing & Coding:** Home Health coding, ICD-10, Impact of Clinical Documentation
- **CNA Fundamentals:** Abuse & Neglect, Activities of daily living, Ambulation, Food & Fluids, Bladder & Bowel care
- **Dietary & Nutrition:** Nutrition for Renal Failure, Nutrition Screening
- **Heart & Breath Sounds:** Heart Murmurs, Heart and Breath Sounds
- **Nursing Communications:** Nurse-Patient Relationships, Cultural Awareness



### Industrial Courses

- **Blueprints/Drafting:** CAM/CAD
- **Electrical:** AC/DC Electrical Systems, Electrical Systems in Manufacturing
- **Green Energy:** Alternative Energy, Solar Energy Concepts, Wind Energy Concepts
- **Machining:** Computer Numerical Control (CNC), Grinding Machines, Machining Centers
- **Robotics:** Robot Operations, Robotic Programming



#### Salaries:

**Energy Engineer**  
\$38 per hour

**Journeyman Machinist**  
\$22 per hour

**Electrical Engineer I**  
\$36 per hour