Free Online Training

- 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!

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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
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

- 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

Salaries:
- Medical Billing: $21 per hour
- Dietitian: $32 per hour
- Nursing Assistant: $17 per hour

Industrial Courses

- Blueprints/Drafting: CAM/CAD
- Electrical: AC/DC Electrical Systems, Electrical Systems in Manufacturing
- 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: $36 per hour