

QUALITY TRAINING

- Hands on Lab
- Externships
- Projects
- Field Trips
- Lectures

Computer Office Procedures


Program Length: 720 hours

This program is designed to give students the type of training that will enable them to enter the work field as an entry-level office worker/ word processor, or to advance those individuals already in the field who find that knowledge of computers, word processing and data entry is necessary to give upward mobility in their occupation.



Plan for tomorrow **TODAY!**

Call and Visit us at:
805.487.9260
www.pctschool.com

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PACIFIC COAST TRADE SCHOOL



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PCTS

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Plan for tomorrow **TODAY!**

COMPUTER OFFICE PROCEDURES
COMBINATION WELDER / BURNER
FRONT AND BACK OFFICE MEDICAL ASSISTING
MEDICAL BILLING
ELECTRONIC ASSEMBLY / TEST TECHNOLOGY



- Job Placement
- Day and Evening
Classes
- On-Site Child Care

ACCSC

Accrediting Commission of Career Schools and Colleges

Combination Welder / Burner

Program Length: 900 hours

This Program aims to prepare the students to perform any entry-level industrial application for cutting with the oxy-fuel gas process, and to perform general production welding in all positions and joints on mild steels, stainless steel, and aluminum using shielded metal arc, gas tungsten arc, and gas metal arc welding process.



Medical Billing

Program Length: 720 hours

The Medical Billing Program is intended to provide the graduate with the skills and the knowledge for a career as an entry-level administrative medical assistant/medical insurance biller in a medical office.



Front and Back Office Medical Assisting

Program Length: 900 hours



The medical Assisting Program is intended to provide the graduate with the skills the knowledge for a career as an entry-level administrative medical assistant in a computerized medical office. The students will possess the ability to run the computerized patient billing and medical front office management. The students also will be instructed in the back office portion inclusive of examination room, clinical and pharmacology lab procedures.

Electronic Assembly / Test Technology

Program Length: 720 hours

This program is an introduction to electronic components and basic analog and digital circuits. The students will learn electrical concepts, math, soldering and rework techniques. The students will also be able to test, diagnose electronic board and understand information obtained from instruments commonly employed in the industry. This course curriculum includes installation and troubleshooting electronic equipment small mechanical assembly and cabling system.



A SCHOOL WITH LOYALTY

Our facility's experience staff has 25 years of instructional service. Our administrative department and faculty staff are friendly, caring and are always available to serve our students.



ON-SITE CHILD CARE



For
Infants
and
Toddlers