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INTER-TECH TECHNICAL SCHOOL



Inter-Tech
Technical School

UNDER THE DIRECTION OF
ADRIAN TORRES

“TO LAUNCH YOU INTO A LIFETIME OF LASTING CHANGE. WE BELIEVE THERE IS NO EXPIRATION DATE ON POTENTIAL”



STAFF

- **ADRIAN TORRES: SCHOOL DIRECTOR**
- **ARMANDO "MANDO" SAN ROMAN: ADMISSIONS**
- **YVONNE "BONNIE" HERNANDEZ: ADMISSIONS**
- **ISABEL CONTRERAS: FINANCIAL AID OFFICER**
- **DONNA HANDY: DIRECTOR OF FIRST IMPRESSIONS & INSTRUCTOR**
- **CLAUDIA MEZA: RECEPTIONIST & CLERK**
- **ERIKA TORRES: MEDICAL ASSISTANT INSTRUCTOR**
- **DIANA STELLA: MEDICAL BILLING INSTRUCTOR**
- **JESSICA MARTINEZ: TRUANCY SPECIALIST**
- **BLANCA MENDOZA: GED INSTRUCTOR**
- **CASSIDY MEJIA: GED INSTRUCTOR**



COURSES OFFERED

- **ACCOUNTING OFFICE SPECIALIST:** DESIGNED TO OFFER STUDENTS A FOCUSED SET OF SKILLS OFFICE ENNECESSARY TO PERFORM IN THE COMPUTERIZED ACCOUNTING ENVIRONMENT
- **MEDICAL OFFICE SPECIALIST:** DESIGNED TO WORK AS AN ENTRY-LEVEL MEDICAL FRONT OFFICE ASSISTANT, RECEPETIONIST, MEDICAL BILLING AND COLLECTIONS, APPOINTMENT SCHEDULER OR MEDICAL RECORDS CLERK IN A VARIETY OF HEALTHCARE SETTINGS INCLUDING PHYSICIAN MEDICAL CENTERS, CLINICS, HOSPITALS, NURSING HOMES, AMBULATORY CARE CENTERS, AND MEDICAL BILLING OFFICES.



- **COMPUTER OFFICE SPECIALIST:** THIS PROGRAM WILL INTRODUCE STUDENTS TO THE FUNDAMENTALS OF KEYBOARDING, WORD, PROCESING, SPREADSHEETS, DATABASES, DESKTOP PUBLISHING, EMAIL, INTERNET, PRESENTATION, WEB PAGE DESIGN, MANUAL AND COMPUTERIZED, BOOKKEEPING, PAYROLL, AND OFFICE ROCEDURES THAT WILL INTRODUCE STUDENTS TO THE GENERAL PROCESS USED IN AN OFFICE ENVIRONMENT.
- **MEDICAL ASSISTANT:** STUDENTS WILL LEARN TO MEASURE AND RECORD VITAL SIGNS, TAKE MEDICAL HISTORIES, ADMINISTER MEDICATIONS,
- PHARMACOLOGY, STERILE INSTRUMENTS, ASSIST WITH MINOR SURGERIES. STUDENTS WILL ALSO LEARN HUMAN DEVELOPMENT, TO OBTAIN BLOOD SAMPLES(HEMOTOLOGY AND PHLEBOTOMY), PERFORM ROUTINE OFFICE LABORATORY PROCEDURES AND ELECTROCARDIOGRAMS





AND INSTRUCT PATIENTS IN PREPARATION FOR X-RAY AND LABORATORY PROCEDURE.

- **CLASSES THAT ARE ALSO OFFERED:**
- **ESL:** THIS PROGRAM IS DESIGNED FOR ADULT STUDENTS WHOSE FIRST LANGUAGE IS OTHER THAN ENGLISH(ESOL) AND WHO ARE SEEKING THE BASICS OF THE ENGLISH LANGUAGE. THEIR NATIVE LANGUAGE SERVES AS A FOUNDATION FOR ENGLISH LANGUAGE ACQUISITION.
- **GED:** THE GED PREPARATION PROGRAM IS DESIGNED TO PREPARE STUDENTS FOR THE GED BY FOCUSING INSTRUCTION ON ESSENTIAL GED SKILLS. THE COURSE PROVIDES INSTRUCTION IN READING, WRITING, MATH, SCIENCE, AND SOCIAL STUDIES.

