



# CAREER AND TECHNICAL EDUCATION

2010-2011

ANNUAL REPORT

## FAST FACTS

- 90 classes offered
- 1788 registrations processed
- 231 low-income adults served
- 30% of funding from fees
- 20% of funding from grants
- 50% of funding from apportionment

## PROGRAMS AND CLASSES

**Careers Program:** Offers a variety of classes and workshops including Medical Terminology, and Accounting, and other specialized training such as Wedding Planner Certification. Classes are offered in evenings and weekends.

**Computer Training Classes:** Includes a range of courses from introductory computer classes to more advanced Microsoft Office, Adobe, Computers in Spanish, and others. These courses are offered in the evenings and on Saturdays and are completely fee-based.

**Office Skills Training Program:** Offers a wide range of computer and non-computer courses. Some courses offered are Windows, Word, Excel, PowerPoint, Access, PhotoShop, Internet Skills, Keyboarding, Communicating in the Workplace, Teambuilding and Problem Solving, and Office Procedures. Course advising is available for every student. An internship program was added in 2011 in response to student requests. This program is offered during the day and is low-cost making it accessible for unemployed adults in need of office skills.

**Online training:** Online training is available in Computer Applications, Writing, Publishing, Business Administration, Sales, Marketing, Health Care, Fitness, and many other areas.

**Within the Workplace:** Offers low-cost customized training at the worksite and includes English as a Second Language, computer training, and customer service. Clients from past years include Hewlett-Packard, Lockheed-Martin, Corning, Tandem and Marriott.

**Career Center Services:** Provides students with caring, professional help with career guidance, resume development, and job placement. Students are able to access current job listings using broadband Internet and hardcopy job postings. Fax and phones are also available.



**Special Populations:** Homeless adults and CalWorks clients (welfare recipients) attend the CTE program to improve their skills and get jobs. A grant from the Housing and Urban Development (HUD) provides funds for the Career Advantage and Retraining Program (CARP) Services available through CARP include ongoing counseling and job placement, as well as financial support for class materials, transportation, clothing, and other items necessary for success in school. CalWorks clients, many of whom have children in the school district, receive similar services from an on-site counselor who is available to assist them with individual needs such as transportation and child care.