



CAREER AND TECHNICAL EDUCATION

FAST FACTS

- 122 classes offered
- 1056 registrations processed
- 127 low-income adults served
- 30% of funding from fees
- 25% of funding from grants
- 45% 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 Introduction to Solar Power, Security Guard Training, and Forklift Training. The forklift class is a collaborative effort with the Santa Clara Unified School District. 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, Web Design, 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 is also available for students. This program is offered during the day and is low-cost making it accessible for unemployed adults in need of job skills.

Microsoft Office Specialist (MOS) Certification

The CTE program is now an official provider of the certification testing for Microsoft Office Specialist. This is the industry standard testing for Microsoft Office applications. Eight students have taken this testing in 2012-13, with more planned for 2013-14.

Online training: Online training is available through a partnership with www.ed2go.com. Classes are available in Computer Applications, Writing, Publishing, Business Administration, Sales, Marketing, Health Care, 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.