



## CAREER AND TECHNICAL EDUCATION

2013-14

ANNUAL REPORT

### Fast Facts

- 748 adults students attended classes
- 188 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 Childcare Business in the Home, 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. xx 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](http://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. 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.

### Partnerships

CTE collaborates with many agencies and vendors to provide high quality services for the Santa Clara Community.

- Articulation agreements exist with Mission College and San Jose City College.
- Health care classes were offered in collaboration with The Learning Oasis, a vendor providing Pharmacy Technician Training programs on California adult school campuses.

### Program Highlights

The CTE Program has been designated a "Program of Excellence" by the Department of Education. Fewer than 1% of the adult schools in California have this designation.

### Results

- 12 adult students transitioned to Mission College and earned college credit for CTE classes.
- Many employers have been surveyed over the last 10 years to determine the skills they feel are most needed in employees. One of these surveys was part of the Secretary's Commission on Necessary Skills (SCANS). This report and many others suggest that successful employees are ones that can:
  - Read instructions
  - Communicate effectively in writing and speaking
  - Request assistance when needed
  - Identify career goals
  - Use numbers

- Think critically
- Manage time appropriately
- Interact with diverse workforce
- Work in a small group or a team
- Use technology appropriately

The vast majority of adult education CTE students who were surveyed indicated that the classes they attended provided them with opportunities to practice the above skills in addition to learning specific skills such as Medical Terminology and Accounting.

### Contact

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