



2002-2003 State of California
Eligible Training Programs/
Workforce Investment Act
Occupational Training programs at



** college certificate available*

Accounting*

Accounting/Tax Practitioner*

AutoCAD

Bookkeeping*

Certified Nursing Assistant*

E-Business*

Health Technology:

1. Business Office Clerk*
2. Insurance & Coding Specialist*
3. Lab Assisting*
4. Medical File Clerk*
5. Medical Records Clerk*
6. Medical Reception*
7. Medical Secretary*
8. Medical Transcription*
9. Phlebotomy*

Machining Operations

Machining/CNC Programming (*Sept. start only*)

Microsoft Office User Specialist (MOUS)*

Microsoft Windows 2000/NT

Paralegal Studies* (*best start date = Sept.,
AA/AS/ BA or BS required*)

Pro Engineer

Professional Photography

Systems Programming*

Technical Communications/Writing*

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Biotechnology* (*Sept. start only; separate applic. req.*)

C++ Software Development*

Computer Electronics and Repair*

Database Management*

Dental Assisting* (*Sept. start only;
separate applic. req.*)

Electronics Technology*

E-Commerce*

Emergency Medical Technician*

Graphic Design/Pre-press*

Interactive & Multimedia Technology*

JAVA Software Development*

Landscape Construction and Irrigation

Landscape Design

Landscape Maintenance

Library Technology* (*Sept. start only; separate applic.
required.*)

Local Area Networking*

Microsoft 2000 Preparation* (*Sept. start only*)

Network Prep. Program*

Oracle Database Administration*

Oracle DB Operator on Windows*

Pharmacy Technology* (*Sept. start only; separate
applic. required.*)

UNIX*

Web Programming*

Wide Area Networking*

Frequently Asked Questions (FAQs)

BACKGROUND

Q1 *What is the Occupational Training Institute (OTI)?.....*

OTI is the workforce training arm of the Foothill-De Anza Community College District. Its mission is to help prepare our local workforce for new careers or advancements in their current field.

Q2 *What kind of training programs do you have?.....*

We currently provide over 50 training program “packages” approved by California’s Workforce Investment Board. Each program is comprised of carefully selected classes at De Anza or Foothill College.

Q3 *What is included in a training program “package”?*

OTI’s program packages are comprehensive. They are convenient because they include registration, tuition, textbooks, parking, required classroom materials, and any required expenses (e.g. vaccines for Health Technology students) needed to complete the program.

Q4 *Do I have to pay for anything “out of pocket”?.....*

Only those materials that your particular instructor *recommends*, but does not require, if you choose to get them. In general you will not need to pay for anything out of pocket except for notebooks, pens, binders, etc.

Q5 *How do I become eligible for the programs in this directory?.....*

OTI organizes training programs at Foothill and De Anza Colleges for individuals referred to us by outside agencies. The agencies cover the costs of the program and services, and it is their funding that enables us to offer the quality training “packages” described in this directory.

Examples of people we serve are Workforce Investment Act (WIA) clients, NAFTA/TAA/TRA clients, and private vocational rehabilitation clients. Please contact an agency in your area to learn whether you qualify for their services.

Q6 *What can OTI help me with?.....*

We provide priority registration to help you enter a college-level training program at either Foothill or De Anza College without the hassles of waiting to register or making repeated multiple payments. OTI’s offices on both campuses serve as your single point of entry. Academic and Federal and State financial aid counseling is available to participants. We will also provide verification of training for those receiving Unemployment Insurance benefits under the Employment Development Department (EDD).

When you complete a class, it becomes part of your college transcript. If you decide later to transfer to another college or university, you will, in many cases, be able to transfer your credit toward a two-year or four-year degree, making your training valuable now and in your future educational endeavors.

Q7 *What kind of accreditation does your school carry?.....*

The colleges are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Q8 *May I visit your classes?*

In most cases we can arrange for you to visit a class. Please contact an OTI advisor.

FAQs

GETTING STARTED

Q9 *How do I enroll?*

After receiving your training voucher or authorization from your agency's training representative, we will process your enrollment. You will not need to do any registration.

You will be shown how to complete a quick and easy college application for either Foothill College or De Anza College first. There is NO CHARGE for the application. The on-line application is usually the easiest method.

Q10 *When can I start?*

At the beginning of a school term known as a quarter. Quarters begin in January (Winter), April (Spring), July (Summer), or September (Fall) each year. Please consult the college calendar for exact dates. (NOTE: some exceptions apply for certain programs - please see the page in the directory corresponding to the program that interests you.)

Q11 *What is the deadline to start?*

We recommend your training representative contact us at least three to four weeks before the next quarter begins to make the necessary arrangements. (NOTE: the quarters begin in January (Winter), April (Spring), July (Summer), or September (Fall) each year.)

Some training program "packages" are popular and fill up quickly. Please plan accordingly. A few have September start dates only- please refer to the specific directory page for the program that interests you.

A few programs that consist of self-paced computer classes (see Q16 below) have flexible start dates. Please refer to the directory or check with an OTI advisor to determine if the program you are interested in has a flexible start date.

Q12 *How long is each quarter?*

Twelve weeks, except for the Summer quarter, which is 6-8 weeks long.

Q13 *How long will my program last?*

Programs vary from 3 months (one quarter) to 12 months (four quarters) in length. Most are 6 months (two quarters) or 9 months (three quarters) long.

Q14 *Do I have to take an entrance examination?*

There are no entrance examinations. You should be aware that these are college level courses, and often require a great deal of sustained concentration, both inside and outside the classroom and in the lab. A few programs require a high school diploma or equivalent, and several programs require that you demonstrate proficiencies in English and math in addition to completing the courses before receiving a certificate.

CLASS INFORMATION

Q15 *What time do classes start and end each day?.....*

It varies by program. You will be in classroom each week approximately the same number of hours as the number of units you have.

Example: you have 12 units total for the quarter; you will be in the classroom about 12 hours per week total.

You determine lab time and homework time outside the classroom in most programs. Taking this time into account, you should plan to triple your number of classroom hours to estimate your *total* weekly time commitment to training.

Example: 12 units = 12 hours of class time per week
12 hours x 3 = 36 hours (the approximate total weekly hours for classes, labs, homework)

Q16 *What does "self-paced" mean next to a class title?.....*

These classes have a great deal of flexibility for students. There are no lectures to attend, but some self-paced classes include videotaped lectures. Most self-paced classes have flexible start dates and lab hours that you determine yourself. Some classes may only be presented on-line through the Internet.

Q17 *What if I want to take a class that is not on the program package list?.....*

That is OK, but you will need to pay the additional fees and textbooks for that extra class. The additional fees are currently \$7 per unit.

Q18 *Will I be in a separate OTI classroom from other college students?*

No. We arrange for you to take classes offered at Foothill or De Anza Colleges, depending on your training program.

Q19 *What if I need extra help in a class? Is there tutoring available?.....*

Yes. If this is the case, please discuss this with the OTI advisor.

Q20 *The program I'm interested in says it is two quarters long. What if I find out after starting that I am unable to finish in two quarters?.....*

Arrangements can often be made to extend your period of training, pending approval from your training representative and OTI advisor.

Q21 *Will I get a certificate when I finish?*

Yes.

Q22 *Will I receive help finding work when I am done?.....*

Yes. Job placement assistance is available through OTI.

Accounting

Campus	Length	Total Units	Certificate
✓ De Anza Foothill Foothill-Middlefield	4-5 quarters	49	✓ De Anza College Foothill College OTI Certificate

PROGRAM DESCRIPTION

This program is designed to provide individuals with the skills necessary to perform accounting functions for small or large organizations both manually and on the computer. Computer labs are available for practice and homework assignments for many courses. This program includes instructor-taught courses in business and accounting as well as self-paced courses for computer applications.

Day, evening, and weekend courses available.

Note 1: After completing 21 units from the 49 units listed below, the student is eligible for the Certificate of Achievement-Accounting. An advisor will explain which courses meet the requirements for this certificate. After completing all 49 units, the student is eligible for the Certificate of Proficiency-Accounting, with emphasis in Practice.

Note 2: In order to receive the De Anza College certificate for this program, the student must also meet minimum English and math proficiencies.

Projected hourly wages upon completion: see addendum

PREREQUISITES

- Q23* Elementary algebra
Q24 Logical information processing ability
Q25 Proficiency in verbal and written English
Classes in business math and/or business English will be helpful.

SKILLS THAT WILL BE OBTAINED

Nature of the Accounting Cycle Subsidiary Ledgers, Journals
Accounting Information Systems Payroll
Financial Statement Analysis Accounts Payable
Income Statements Accounts Receivable
Balance Sheets Debits, Credits
General Ledger Master Budgets
General Journal Cost Behavior
Business Tax Accounting Federal Income Tax
Financial Accounting Management Accounting

COURSE	TITLE	UNITS	SELF-PACED CLASS
ACCT 1A	Financial Accounting I	4	
ACCT 105	Basic Financial Accounting	1	Y
BUS 20	Introduction to Business	4	
CAOS 93AH	Excel I	2	Y
ACCT 1B	Financial Accounting II	4	
ACCT 86	Computer Accounting Systems	4	
BUS 18	Business Law I	5	
CAOS 93BH	Excel II	2	Y
ACCT 1C	Managerial Accounting	4	
ACCT 51A	Intermediate Accounting I	4	
ACCT 87AH	Peachtree	2	
ACCT 87AI	Quickbooks	2	
ACCT 51B	Intermediate Accounting II	4	
ACCT 58	Auditing	4	
ACCT 64	Payroll & Business Tax Accounting	3	

