



MISSION STATEMENT:

The mission of OTI is to support economic growth in the Silicon Valley by preparing individuals for career opportunities while concurrently providing employers with qualified employees.

The Occupational Training Institute (OTI) of the Foothill/De Anza Community College District has been providing customized, quality vocational training and job placement services to residents and employers in Santa Clara County since 1975.

Many of OTI's training programs have been specially developed or modularized in response to specific industry needs. OTI's relationship with the community as well as with industry is strengthened by the service it provides to the community — well-qualified candidates who are available for employment.



Occupational Training Institute
Foothill-De Anza
Community College District
21250 Stevens Creek Blvd.
Cupertino, CA 95014



Question about OTI? Call 408.864.5710

OTI Works For BUSINESSES



Occupational Training Institute

Foothill-De Anza Community College District

THE OCCUPATIONAL TRAINING INSTITUTE (OTI) at De Anza College

is offering to businesses work-based training for employees seeking skills to improve their job performance. A variety of classes are available at the four local community colleges. We provide a single-point of entry into De Anza, Foothill, Mission, and West Valley Colleges. Specialized programs have been and will continue to be developed in response to specific industry needs.

OTI's Services:

Our business-oriented services provide assessment of current skills, work-site employee advisement and registration. In addition to the work-based training, we also offer no-cost employment services.



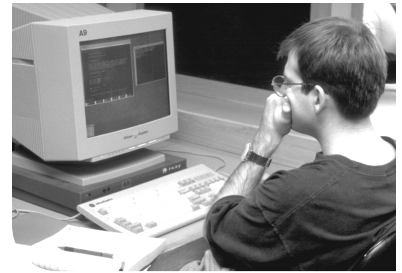
Services in Brief:

- Work-Based Training that promotes continuous workforce improvement and productivity.
- Assessment of specific employee training needs.
- A single-point of entry for individual employees into any of four participating community colleges – De Anza, Foothill, West Valley and Mission Colleges.
- Specialized English as a Second Language (ESL) classes and computer lab.
- Advisement providing individual support for each employee.

Benefits to Businesses:

- No-cost training for employees.
- Increased competitiveness in the local and global hiring market.
- Improved employee performance and job retention.
- Increased employee job satisfaction.
- Training and assessment scheduled to fit your company's needs.
- Access to a wide variety of job applicants through local community colleges.
- Pre-screening of qualified job applicants.
- Professional staff who understand your needs.

For Questions
Call (408) 864-5710
or
E-mail: pbi6345@mercury.fhda.edu



Training Options Include:

- **Accounting and Bookkeeping Skills**
- **Auto CAD/Pro E**
- **Basic Skills (Reading, Writing and Math)**
- **Blueprint Reading**
- **Business & Administrative Support**
- **Child Development**
- **Computer Literacy**
- **Computer Networking**
- **Communication Skills**
- **Electronics Manufacturing Skills**
- **English Language Skills for Everyone**
- **Internet Technology**
- **ISO 9000**
- **Machining and CNC**
- **Medical and Health Technologies**
- **Teamwork, Leadership and Communications**
- **Writing Skills**
- **And much more**

All services are provided through the community colleges in your area. Cost-effectiveness and quality are our goals.