

*Eligibility is determined at the following organizations:*

### **NOVA**

Serving Northern Silicon Valley/Santa Clara County businesses and residents including Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale

505 W. Olive Ave. Suite 550  
Sunnyvale CA 94086  
408.730.7232  
[www.novaworks.org](http://www.novaworks.org)

### **WORK 2 FUTURE**

Serving Silicon Valley businesses and residents including Campbell, Gilroy, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, San Jose, Saratoga and all unincorporated areas of Santa Clara County

1290 Parkmoor Ave.  
San Jose CA 95126-  
408.277.2727  
svwib@sanjoseca.gov  
[www.work2future.biz](http://www.work2future.biz)

### **Workforce Santa Cruz County**

Serving Residents of Aptos, Ben Lomand, Boulder Creek, Capitola, Davenport, Felton, Santa Cruz, Scotts Valley, Soquel and Watsonville

Watsonville: 831.763.8700  
Capitola: 831.464.6286  
[www.workforcesc.com](http://www.workforcesc.com)

### **California Employment Development Department (EDD) Santa Clara County Offices**

Sunnyvale: 408.774.2365  
Campbell: 408.369.3606  
Gilroy: 408.846.1480

### **FOOTHILL-DE ANZA BOARD OF TRUSTEES**

Betsy Bechtel ■ Paul Fong ■ Laura Casas Frier  
Hal Plotkin ■ Bruce Swenson



**OCCUPATIONAL TRAINING INSTITUTE**  
**Foothill-De Anza Community College District**  
21250 Stevens Creek Blvd.  
Cupertino CA 95014



# CAREER & TECHNICAL TRAINING

*through*



OCCUPATIONAL TRAINING INSTITUTE

*Increasing Your Success  
in Local and Global  
Job Markets*



### Client Services:

- Single point of entry into the Foothill-De Anza Community College District designed specifically to assist WIA/NAFTA/TAA/TRA and private rehabilitation clients. OTI staff help navigate the complexities of selecting appropriate courses, understanding college requirements (prerequisites, matriculation, testing, etc.), policies and procedures, and other issues to ensure successful completion of program requirements.
- One-on-one academic and career counseling, which ensures each participant receives an education plan for a career certificate program that does not exceed time limits.
- Assistance in selecting and scheduling courses within a variety of technical and administrative certificate programs.
- Assistance with maintaining eligibility for unemployment benefits.
- Help with registration and financial aid application processes.
- Fast-track registration.
- Vouchers for textbooks and classroom supplies.
- Assessment of learning and/or physical disabilities.

### Benefits to WIA/NAFTA/TAA/TRA and Private Rehabilitation Insurance Providers:

- Liaison between funding sources and Foothill-De Anza Colleges for
  - Individual referrals and proposals
  - Program information and requirements
  - Suitability for clients
  - Other critical information for client success
- Identification of client proficiencies and prerequisites before training begins.

- Notification to the client and the referring counselor of any special circumstances.
- Training and assessment scheduled to meet client's needs.
- Facilitation of client's application and acquisition of a program certificate.
- Professional staff who know and understand WIA/NAFTA/TAA/TRA and private rehabilitation needs.

The OTI Master List is intended to guide prospective students in their choice of training programs. Foothill-De Anza approved training programs include:

DE ANZA COLLEGE	START	FOOTHILL COLLEGE	START
Accounting	Anytime	Adaptive Fitness Technician	Quarterly
		Biotechnology **	September
Administrative Asst./Office Technology	Anytime	CISCO Certified Network Associate (CCNA)	Quarterly
Bookkeeping	Anytime	CISCO Certified Network Professional (CCNP)	September
Child Development	Quarterly	C++ Software Development	Quarterly
Computer Aided Design - Mechanical CAD (Pro Engineer/Solid Works Combined)	Quarterly	CompTIA A+ Certification Prep	Quarterly
CNC Machine Operator	Anytime	Dental Assisting **	September
Energy Management	Quarterly	Environmental Horticulture - Landscape	Quarterly
Entrepreneurship	Quarterly	Geographic Information Systems (GIS)	Quarterly
Medical Business Office Clerk	Anytime	Graphics & Interactive Design (2 options): 1. Web Design 2. Software	Quarterly
Medical File Clerk	Anytime	Interactive & Multimedia Technology	Quarterly
Medical Lab Assisting	Anytime		
Medical Records Clerk	Anytime	JAVA Software Development	Quarterly
Paralegal Studies	Quarterly	Microsoft Certified Sys Administrator (MCSA)	Quarterly
Personal Fitness Trainer	Quarterly	Microsoft Certified System Engineer (MCSE)	Quarterly
Phlebotomy	Anytime	Network Security	Quarterly
Pro Engineer (CAD)	Quarterly	Oracle Database Administration	Quarterly
Real Estate (Sales)	Quarterly	Pharmacy Technician **	September
Solid Works (CAD)	Anytime	Technical Support – Help Desk	Quarterly
Technical Communications/Writing	Anytime	UNIX/LINUX Operations Administration	Quarterly
UNIX Operating System	Quarterly	Wireless Networking Certificate	Quarterly

\*\* Students interested in these Foothill training programs should contact Stephanie Pham at 408.864.5709 before submitting an application to the individual departments.