



- ★ EARN HIGH SCHOOL CREDITS
- ★ EARN COLLEGE CREDITS
- ★ HANDS-ON TRAINING

CAREER-TECHNICAL CLASSES 2010-2011

AGRICULTURE & NATURAL RESOURCES

Veterinary Assistant

Learn anatomy and physiology, as well as animal health and disease, to prepare for employment as a Veterinary Assistant in clinics, kennels, shelters, and pet stores.

ARTS, MEDIA AND ENTERTAINMENT

Animation

Acquire skills in basic figure drawing, cell animation, 2D and 3D computer animation. Develop an understanding of script writing, storyboarding, and sound design.

Graphic Design

Study color theory, typography, illustration, layout and design for desktop publishing and computer graphics.

Multimedia

Learn all about computer graphics, animation and video straight from the desktop with all of the latest equipment and programs.

Video Production

Learn to produce videos for business and entertainment from script writing to final edit.

BUILDING TRADES AND CONSTRUCTION

Air Conditioning/Refrigeration/Heating

Learn maintenance, overhaul, repair, and adjustment of residential and commercial heating, air conditioning and refrigeration units.

Carpentry

Design, estimate and construct buildings with carpentry tools and equipment using industry standards.

Electrical Maintenance

Learn electrical installations, troubleshooting and repair for students wishing to enter electrical maintenance careers.

ENGINEERING AND DESIGN INDUSTRY

Computer-Aided Drafting

Learn architectural, electrical, mechanical and civil drafting using the latest in computer-aided drafting programs and equipment.

Computer Technology Careers

Learn to install, diagnose, and repair hardware and software. Prepare for jobs in the computer industry in sales & setup, software installation, help desk, computer support, networks, and programming.

FASHION AND INTERIOR DESIGN INDUSTRY

Interior Design

Enjoy hands-on activities and on-the job training in basic interior design through color, materials, furniture, lighting and scale drawings.

FINANCE AND BUSINESS INDUSTRY

Accounting & Financial Careers

Prepare and process financial data for computerized accounting systems; process data for financial offices.



See reverse side for more exciting classes to choose from!

Class Listings continued

HEALTH SCIENCE & MEDICAL TECHNOLOGY

Dental Assisting

Learn chairside assisting, laboratory and X-ray procedures, with radiation and clinical experience. Make impressions and models. Opportunities as an intern in a dental office.

Health Occupations

Medical terminology and communication skills are coupled with experience in health occupations in community hospitals or other health facilities.

Medical Assistant

Learn back office medical procedures. Topics include medical terminology, anatomy and physiology, lab procedures. Clinical training in hospitals, clinics and doctors' offices is available.

Medical Office Careers

Prepare for entry-level employment in medical offices and clinics. Gain knowledge of terminology, documents, and medical office procedures.

HOSPITALITY, TOURISM & RECREATION

Baking and Catering

Learn all aspects of commercial baking, preparing cookies, donuts, muffins, pies, pastries, breads, and decorated cakes. In addition, learn catering through preparing and serving refreshments at school events.

Culinary Arts

Learn all phases of the food services industry through hands-on instruction in our student lab/commercial kitchen.

INFORMATION TECHNOLOGY INDUSTRY

Office Assistant

Learn Microsoft Word, Excel, PowerPoint, and office skills such as keyboarding, filing, telephone etiquette, email and internet.

MANUFACTURING AND PRODUCT DEVELOPMENT INDUSTRY

Precision/CNC Machining

Learn basic machining theory and hands-on operation of a variety of machining tools that include manual & CNC (Computer Numerical Control).

Metals Technology

Learn welding theory and safety. Gain hands-on experience in operation of welding equipment.

MARKETING, SALES, & SERVICE INDUSTRY

Small Business Management

Learn the basics of running a business, using Microsoft software. Work in Accounting, Human Resources, Information Technology, or Sales & Marketing.

PUBLIC SERVICES INDUSTRY

Fire Science/First Responder

Learn how fires behave and are contained, the techniques and equipment used to fight both urban and wilderness fires. Use firefighting and emergency equipment. Learn the emergency rescue techniques that health service personnel use as first responders. Prepare for Universal Precautions methods and crisis intervention.

Forensic Investigation

Develop the knowledge and training related to forensics while exploring the procedures to solve crimes. Topics include investigating crime scenes and laboratory safety rules and regulations.

Law Enforcement

Prepare for a career in public and private investigative fields. Understand the criminal justice system, investigate crimes, and improve decision-making skills.

Probation & Legal Careers

Prepare for working in the judicial system in careers such as probation officer, paralegal, legal assistant, legal secretary, court reporter, or attorney.

TRANSPORTATION

Auto Body Repair & Refinishing

Learn to repair auto body damage, paint to new car brilliance, and perform body alignment and welding.

Automotive Careers

Eight areas of study help students gain basic and advanced skills in: automotive brakes, electrical & electronic systems, automatic and manual transmission repair, engine repair, engine performance, heating, ventilation and air conditioning, and suspension and steering.

Truck Mechanics

Repair and service systems and components on large and small vehicles. Prepare for jobs in the Auto/Truck/Heavy Equipment industry.



*For registration information contact your home school counselor
or call the CCOC registration office at: (408) 723-6407*

Central County Occupational Center
760 Hillsdale Avenue, San Jose, CA 95136
www.metroed.net/cte-dav.html