

What's offered at CDI?

- ✓ Open Entry Enrollment
- ✓ Flexible Class Schedules
- ✓ Small Class Environment
- ✓ Individuals Tutoring
- ✓ Hands on Training
- ✓ Experienced and Dedicated Staff
- ✓ High Standards
- ✓ Job Placement Assistance and Referrals offered

Hands-on Training

Our style of teaching relies on us adapting to each student's needs. We believe in a "hands on" teaching approach. Our goal is to give the student the best opportunity to retain the information they are learning.



Who We Are

CDI is a Career Technical Training School dedicated to meeting the demands of the job market in Tulare, Kings, and Fresno counties. Equipped with an experienced and dedicated staff, CDI is committed to helping students overcome past and present obstacles to reach their specific goals and claim a more successful future.

HOURS OF OPERATION:

Office Hours:

Monday – Friday.....8:00 am – 5:00 pm

Instruction Hours:

Monday – Thursday....8:00 am – 3:30 pm
Friday.....8:00 am – 12:00 pm

LOCATION

Career Development Institute

is located in Sequoia Business Park at:
1335 N. Plaza Drive
Visalia, CA 93291



**CAREER
DEVELOPMENT
INSTITUTE**
Delivering a "True" hands on experience!



**Begin a New Career in 16 weeks
Expand your opportunities!!**

"Now is the time to make a decision to further your career and make a positive change for the rest of your life."

Give us a call for a tour
Phone: (559) 651-1425
Director Hector Cartagena

Participates with:
Local WIA, AARP, CSET, Department of Rehabilitation, Workman's Comp, Post 9/11 GI Bill, and VA benefits eligible programs.

Preparing Individuals with the Necessary Job Skills for the 21st Century

BPPE School Code #37992115



GENERAL ADMISSION REQUIREMENTS

Applicants who do not have a high school diploma, high school certification, or GED and are 18 years of age or older must demonstrate the ability to benefit from the program of instruction. Candidates who do not necessarily hold a diploma or certificate will still be eligible for enrollment into CDI upon obtaining a passing score on an independently administered "ability-to-benefit" examination.

LEARN NEW SKILLS

CDI provides the opportunity to learn essential skills that can improve your ability to reach the level of success you're striving for. Our goal is to emphasize the necessary skills that will make the student employable.

Office Automation

- 16 Weeks – 512 Hours
- Mon-Fri 8 am – 3:30 pm
- Keyboard Exercises
- 10-Key Exercise
- General Office Skills
- Introduction to Windows 8
- Microsoft Office 2010
- Accounting Using QuickBooks
- Intro to Adobe Acrobat

Building Maintenance

- OSHA Regulations
- Tools & Equipment
- Basic Math & English
- Identifying & Use of Equipment
- Basic Carpentry
- Basic Electricity
- Wall Repair & Texturing
- Basic Tiling
- Window/Door Installation & Weatherization
- Cleaning Products, Janitorial & Procedures
- Employment Skills & Prep
- Landscaping

Customer Service Technician

- 16 Weeks – 512 Hours
- Mon-Fri 8 am – 3:30 pm
- Keyboard Exercises
- 10-Key Exercise
- General Office Skills
- Introduction to Windows 8
- Microsoft Office 2010
- Interacting with Customers
- Handling Complaints
- Cash Register Operations
- Basic Sales & Marketing
- Inventory Control

Front Office Medical Assistant

- 16 Weeks – 512 Hours
- Mon-Fri 8 am – 3:30 pm
- Keyboard Exercises
- 10-Key Exercise
- General Office Skills
- Introduction to Windows 8
- Microsoft Office 2010
- Introduction to Medical Profession
- Medical Terminology
- Medical Ethics & Law
- Medi-Soft Simulated Medical Billing Exercises

Computer Repair Technician

- 16 Weeks – 512 Hours
- Mon-Fri 8 am – 3:30 pm
- Keyboard Exercises
- 10-Key Exercise
- General Office Skills
- Introduction to Windows 8
- Microsoft Office 2010
- PC Architecture
- PC Tune-up
- Software Setup, Programs, Operating Systems & Drivers
- Computer Assembly
- Troubleshooting & Repair
- Basic Networking
- Internet Utilization

CALL NOW!

(559) 651-1425

Visit our website at:

www.cdivalia.com