



Office Technologies

	Cuyamaca	Grossmont	Imperial Valley	MiraCosta	Palomar	S.D. City	S.D. Mesa	S.D. Miramar	Southwestern
Account Clerk	•	•							•
Administrative Assistant	•	•							•
Administrative Office Assistant-Bilingual			•	•					•
Business Management/Office Tech			•	•					•
Business Office Technology	•	•	•	•					•
Computer Software Applications	•	•	•	•		•	•	•	•
Executive Assistant	•	•							•
General Office Clerical	•	•							•
Information Management Technology									•
Legal Administrative Assistant									•
Legal Assistant/Paralegal	•		•	•	•			•	•
Legal Interpretation & Translation									•
Legal Office Assistant-Bilingual									•
Legal Office Management									•
Legal Office Professional									•
Business Law Specialty									•
Civil Litigation Specialty									•
Criminal Law Specialty									•
Family Law Specialty									•
Immigration Law Specialty									•
International Law Specialty									•
Wills, Trust and Estates Specialty									•
Legal Office Professional-Bilingual									•
Business Law Specialty									•
Civil Litigation Specialty									•
Criminal Law Specialty									•
Family Law Specialty									•
Immigration Law Specialty									•
International Law Specialty									•
Microsoft Word Processing Specialty									•
Wills, Trust and Estates Specialty									•
Legal Secretary				•	•				•
Legal Support Assistant				•	•				•
Medical Assistant - Administrative									•
Medical Assistant - Clinical									•
Medical Interpreter (English/Spanish)									•
Medical Coding		•	•	•	•	•	•	•	•
Medical Office Assistant		•	•	•	•	•	•	•	•
Medical Office Assistant - Bilingual		•	•	•	•	•	•	•	•
Medical Office Management				•	•				•
Medical Office Professional				•	•				•
Medical Records Management				•	•				•
Medical Transcription		•	•	•	•				•
Micro Technician Bookkeeper									•
Microsoft Office Specialist (MOS)									•
Word Processing									•
Office Assistant Level I	•	•		•	•				•
Office Assistant Level II	•	•		•	•				•
Office Communications									•
Office Information Systems				•	•				•
Office Information Systems									•
Office Procedures- Bilingual Emphasis									•
Office Information Systems									•
Professional Bilingual									•
Office Procedures		•		•	•				•
Office Professional		•		•	•				•
Paralegal Studies	•								•
Paralegal Studies - Bilingual Eng/Span									•
Receptionist									•
Steno/Steno - Procedures									•
Virtual Assistant				•	•				•
Virtual Office Professional									•
Word Processing									•

Science, Engineering & Technical Services

	Cuyamaca	Grossmont	Imperial Valley	MiraCosta	Palomar	S.D. City	S.D. Mesa	S.D. Miramar	Southwestern
AC/Refrigeration		•		•	•				•
Aerospace Engineering									•
Archeology (CRM Emphasis)									•
Architectural Drafting (including CAD)	•			•	•			•	•
Architecture Technology				•	•			•	•
Biotechnology				•	•			•	•
Biotechnology Manufacturing				•	•			•	•
Civil Engineering	•								•
Computer Aided Design (CAD)									•
& Computer Aided Drafting	•			•	•			•	•
Design Technology				•	•				•
Drafting/Engineering Drawing	•								•
Drafting Technology				•	•				•
Electrical and Electronics Test Tech									•
Electrical Engineering	•								•
Electrical Test Technician									•
Electricity									•
Electro-Mechanical Drafting and Design				•	•				•
Electro-Mechanical Equipment				•	•				•
Technician				•	•				•
Electronics Computer Technology									•

Science, Engineering... (continued)

	Cuyamaca	Grossmont	Imperial Valley	MiraCosta	Palomar	S.D. City	S.D. Mesa	S.D. Miramar	Southwestern
Electronics Technology									•
Engineering									•
Engineering Technology									•
Heating & Solar Technology									•
Mechanical Drafting				•					•
Mechanical Engineering	•								•
Mecomtronics									•
Pharmaceutical and Laboratory Science									•
Surveying	•								•

Transportation Technology

	Cuyamaca	Grossmont	Imperial Valley	MiraCosta	Palomar	S.D. City	S.D. Mesa	S.D. Miramar	Southwestern
Advanced Emission Specialist									•
Aeronautical Operations & Management									•
Aircraft, Commercial Pilot									•
Airport Management - Assistant/ Airport Service Specialist									•
Auto Body/Collision Repair				•					•
Auto Chassis/Drive Lines				•					•
Auto Tune-Up/Engine Analysis				•					•
- General Mechanics				•	•	•			•
Automotive Brake & Suspension System				•	•	•			•
Automotive Performance System				•	•	•			•
Automotive Technology	•			•	•	•			•
Advanced Engine									•
Performance & Emissions	•			•					•
ASEP	•			•					•
ASSET	•			•					•
CAP									•
PACT									•
T-TEN									•
Aviation Maintenance Technology									•
Brake and Suspension Systems				•	•				•
Brakes and Front-End	•								•
Diesel Technology						•			•
Engine Performance and Drive Train	•			•					•
Performance Systems									•
Small Engine Service & Repair									•

Apprenticeship Programs

	Cuyamaca	Grossmont	Imperial Valley	MiraCosta	Palomar	S.D. City	S.D. Mesa	S.D. Miramar	S.D. Cont. Ed.	Southwestern
Associated Builders & Contractors										
Electrical										•
HVAC										•
Low Voltage Electrician										•
Pipefitting										•
Plumbing										•
Sheet Metal										•
Imperial Irrigation District										
Electrician				•						•
Generation Mechanic				•						•
Meter Technician				•						•
Power Lineman				•						•
Relays Technician				•						•
SCADA/Telecommunications				•						•
Technician				•						•
Substation - Electrician				•						•
Riverside-San Bernardino										
Electrical Joint Apprenticeship Training Center										
Electrician										•
Sound & Communication										•
San Diego Carpenter's Training Center										
Acoustical Installer										•
Carpentry										•
Drywall/Lather										•
Plasterer										•
San Diego Electrical Training Trust										
Inside Wireman										•
Residential Wireman										•
Sound Technician										•
San Diego and Imperial Counties Pipetrades										
Pipefitting										•
Plumbing										•
San Diego Sheet Metal Joint										
Apprenticeship Training Ctr.										
Sheet Metal										•
S.D. City Civil Service										•
S.D. Gas & Electric Co.										•
S.D. Trolley and Bus										•
Solar Turbines, Inc.										•

Official policies and procedures are found in the catalogs and class schedules. Career training opportunities are subject to change. Grant-Funded by the Chancellor's Office of the California Community Colleges and the San Diego and Imperial Counties' Regional Consortium.

Your Community College

California's community colleges were established to meet the academic and occupational needs of the communities they serve. Local educators and business leaders continually monitor job market trends to make sure that courses offer the latest in theory and practical experience. They ensure skills needed in the work force are taught in the classroom.

At a community college you'll develop highly skilled career abilities that will enable you to compete successfully for employment in business, industry, professions and government. Each community college also offers specialized job placement services to help you make the transition from school to work, or to help you seek a promotion to a more highly skilled job.

Your San Diego/Imperial County community colleges are: Cuyamaca College, Grossmont College, Imperial Valley College, MiraCosta College, Palomar College, San Diego City College, San Diego Mesa College, San Diego Miramar College, and Southwestern College.

Who May Enroll

Any high school graduate, out-of-school youth, or adult who can profit from instruction may enroll in a community college occupational preparation program.

Because it is not practical for each community college to offer all of the needed occupational preparation programs, the San Diego/Imperial County community colleges have allocated certain occupational programs to specific colleges. If you are interested in a particular occupational program not offered at your local community college, you are urged to contact another community college.

Occupational Opportunities

Trends in the San Diego/Imperial County areas indicate that opportunities for graduates of community college occupational programs will continue to exceed the supply. Graduates often command starting salaries that are competitive with those of four-year college graduates. Of special importance in your future is that employers often select graduates of occupational programs for additional training leading to advancement.

Who Benefits From Occupational Training

The community college is generally the best choice for students who wish to enter one of the many occupations so vital to the economy of our area. High school students in particular should note that the career preparation offered by community colleges in two years or less leads to employment that:

- provides economic security and personal satisfaction
- provides improved opportunities for advancement
- is in tune with the latest developments
- involves use of the most modern techniques and equipment
- offers opportunities to use individual skills, abilities and creativity
- opens doors to further education both in college and in employer-sponsored programs

High school graduates may qualify for any of the career programs even if the usual college preparatory courses have not been taken.

How To Decide

Review the occupational preparation programs offered by the San Diego/Imperial County community colleges and consult your high school counselor for more information and guidance; contact the community college of your choice for more information about particular programs. Printed information about the college is found in college catalogs, program brochures, view scripts and curriculum sheets which are usually available from your high school or community college counselor. Make an appointment to visit a counselor; he or she will be glad to help you explore your options.

Complete information on training opportunities in San Diego/Imperial counties as well as other occupational information is available at your local community college.

Contact the Admissions Office for information about applications and enrollment.

Continuing Education SDCCD	(619) 388-4881
4343 Ocean View Blvd. San Diego, CA 92113-1998	
www.sdcc.edu	
Cuyamaca College	(619) 660-4000
(Grossmont-Cuyamaca Community College District)	
900 Rancho San Diego Parkway, El Cajon, CA 92019-4304	
www.cuyamaca.edu	
Grossmont College	(619) 644-7000
(Grossmont-Cuyamaca Community College District)	
8800 Grossmont College Drive, El Cajon, CA 92020-1799	
www.grossmont.edu	
Imperial Valley College	(760) 352-8320
(Imperial Community College District)	
380 East Aten Road, Imperial, CA 92251-0158	
www.imperial.edu	
MiraCosta College	(760) 757-2121
(MiraCosta Community College District)	
One Barnard Drive, Oceanside, CA 92056-3899	
www.miracosta.edu	
Palomar College	(760) 744-1150
(Palomar Community College District)	
1140 West Mission Road, San Marcos, CA 92069-1487	
www.palomar.edu	
San Diego City College	(619) 388-3400
(San Diego Community College District)	
1313 Park Boulevard, San Diego, CA 92101-4787	
www.sdccity.edu	
San Diego Mesa College	(619) 388-2600
(San Diego Community College District)	
7250 Mesa College Drive, San Diego, CA 92111-4998	
www.sdmesa.edu	
San Diego Miramar College	(619) 388-7800
(San Diego Community College District)	
10440 Black Mountain Road, San Diego, CA 92126-2999	
www.sdmiramar.edu	
Southwestern College	(619) 421-6700
(Southwestern Community College District)	
900 Otay Lakes Road, Chula Vista, CA 91910-7299	
www.swccd.edu	
Regional Consortium of Community Colleges	(619) 660-4357

www.SDICRegionalConsortium.org

7/08



Looking for a CAREER