



聖他克拉縣有極豐足之教育及訓練機會。教育水平、訓練及語言技能是決定個人的經濟充裕及尋得優職的重要指標。很多移民在改善他們的語言及職業技能上需要作很重要的決定。本指南列有移民特別有興趣的一些訓練計劃供參考。



我所屬社區的職業訓練學校說我必須申請經濟資助然後參加報名，我應如何辦理？

當心有些學生貸款是需要學生於日後清還的，不論你是否完成及通過課程的功課或考試。很多課程計劃都會幫助你預備勝任一份更好的工作或職業，然而，請小心！學生貸款都必須清還，而且往往都要付高利息。

有哪些其他機關或學府提供職業訓練？

聖他克拉縣的社區大學以及成人教育計劃都有提供職業訓練的課程；這些訓練計劃都比私立學府較為便宜。

成人教育計劃提供一系列不同種類的職業預備及訓練班，閱讀及寫作能力訓練，與及英語課程等，適合不同階段之移民；職業訓練班可能需要收費。

我怎麼知道哪一個課程計劃會幫助我找到工作？

要知道某一職業訓練課程是否可導致一些受僱的機會，最好的方法就是發問，

搜集足夠有關自己有興趣的課程資料。其中一些途徑為：

- 詢問聖他克拉縣內之七間社區大學及成人教育計劃。倘若同類的課程沒有在社區大學開設，很可能那並非是熱門之行業，畢業後沒有市場要求。
- 致電有可能的僱主。請他們按你的個案情況，建議什麼種類的訓練對你有利。
- 聯絡此手冊列出之機構。儘量找出所有資料，來幫助你作出一個最佳、而且合乎教育及經濟需求之職業訓練之決定。



成人教育計劃

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East Side Adult Education

電：(408) 923-2306（總部，並包括：）

Andrew Hill High School

32900 Senter Road, San Jose, CA 95111

Hank Lopez Center

1694 Adrian Way, San Jose, CA 95122

Independence Adult Center

625 Educational Parkway Dr., San Jose, CA 95133

Mayfair Community Center

2039 Kammerer Ave., San Jose, CA 95116

Oak Grove High School

285 Blossom Hill Road, San Jose, CA 95123

Overfelt Adult Center

1901 Cunningham Ave., San Jose, CA 95122

Yerba Buena High School

1855 Lucretia Ave., San Jose, CA 95122

Gilroy Adult Education

8750 Hirasaki Court, Gilroy, CA 95020



要往那裡去嗎？請電（VTA）巴士查詢熱線（408）321-2300，告訴他們你想到訪的機構名稱、出發地點及目的地址。

電：Tel. (408) 842-2082

Los Gatos-Saratoga Community Education

123 E. Main St., Los Gatos, CA 95032

電：(408) 354-8700

Metropolitan Adult Education District (MAEP)

Metropolitan Center

760 Hillsdale Ave. #1, San Jose, CA 95136

電：(408) 723-6450

網址： www.metroed.org

Campbell Center

1224 Del Mar Ave. San Jose, CA 95128

電：(408) 947-2300

Sacred Heart Community Service

1381 N. First Street, San Jose, CA 95110

電：(408) 283-5800

Milpitas Adult Education Programs

1331 East Calaveras Blvd, Bldg. 400

Milpitas, CA 95035

電：(408) 945-2392

Morgan Hill Community Adult School

17940 Monterey Road, Morgan Hill, CA 95037

電：(408) 779-5261

語言：西班牙語

Mountain View-Los Altos Adult Adult School

333 Moffett Blvd., Mountain View. CA 94043

電：(650) 940-6025

網址： www.mvlaae.org

Palo Alto Adult School

50 Embarcadero, Palo Alto, CA 94301

電：(650) 329-3752

網址： www.paadultschool.org

語言：西班牙語、國語

Santa Clara Adult School – Educational Options

1840 Benton St., Santa Clara, CA 95050

電：(408) 984-6220

California Employment Development Department (EDD) 加州職業發展部

North County to Sunnyvale

420 South Pastoria, Sunnyvale, CA 94088

求職：(408) 736-9031

僱主：(408) 774-2374

Campbell

2450 South Bascom Avenue, Campbell, CA 95008

求職：(408) 369-3600

僱主：(408) 369-3609

Gilroy

7800 Arroyo Circle, Gilroy, CA 95020

求職：(408) 842-2164

僱主：(408) 842-2460

語言：西班牙語

服務： Provides job placement, job referrals and job search workshops. Computer-assisted job search. Recruitment and listing services for employers with jobs to offer. Applications by job search listings throughout the State of California. Services are available for persons with a legal right to work in the U.S.

CalWORKs - California Work Opportunity and Responsibility of Kids Act

Employment Connection - Santa Clara County Social Services Agency, Employment and Benefit Services.

South Valley Employment Connection

190 Leavesly Ave.

Gilroy, CA 95020

電：(408) 846-3914



Las Plumas Employment Connection

1650A Las Plumas Ave
San Jose, CA 95131
電：(409) 928-6551

Senter Road Employment Connection

1888 Senter Rd.
San Jose, CA 95112
電：(408) 278-6551

North Valley Employment Connection

505 W Olive, #777
Sunnyvale, CA 94086
電：(408) 522-1000

語言：按地區而異

服務：The Santa Clara County version of CalWORKs provides job education, training and placement for TANF (Temporary Aid to Needy Families) recipients and applicants. This includes both upgrading of skills as well as entry-level skills training. Case management services are available. Supportive services are available including childcare, transportation and practical helps (books, uniforms) for recipients participating in some activities. An employment retention unit provides a system seeking long-term self-sufficiency.

CalWORKs work experience program develops slots for people who have been out of the work force for a while and the Employment Connection Offices provide job-search centers for job-ready welfare recipients.

Career Action Center

10420 Budd Road, Cupertino, CA 95014
電：(408) 253-3200

服務：Career vocational counseling, workshops and job listings. Daily use \$15.

Career Dynamics International

1800 Hamilton Avenue, San Jose, CA 95125
電：(408) 264-4465
網址：cdiiraining.com

服務：Computerized medical office specialist, PC technical support, PC network support, computerized accounting/bookkeeping, word processing, and administrative assistant.

Catholic Charities – The Job Market

2625 Zanker Road, San Jose, CA 95134-2107
電：(408) 468-0100
網址：CCSJ.ORG

語言：西班牙語、越南語、Tagalog, Urdu, Punjabi.

服務：ESL, computerClasses, vocational training, and employment placement and retention services for newcomers.

Center for Employment Training

Gilroy: 7800 Aroyo Circle, Gilroy, CA 95020
電：(408) 842-6482

語言：西班牙語

服務：ESL, medical clerk training, accounting, book-keeping, custodial service and building maintenance.

San Jose: 701 Vine Street, San Jose, CA 95110

電：(408) 287-7924

網址：www.cet2000.com

語言：西班牙語

服務：ESL/VESL, citizenship, medical assistant, data entry, accounting/bookkeeping, electronic assembly/tester, child care provider, building maintenance and sheet metal, machine tool operation, commercial food service, shipping and receiving, purchasing and graphic, automotive specialist, GED.

Center for Training and Careers Inc. (CTC)

1600 Las Plumas Avenue, San Jose, CA 95133
電：(408) 251-3165

網址：www.ctcsj.org

服務：ESL, computers training for general clerk, electronics, and graphic art



Central County Regional Occupational Center

760 Hillsdale Ave., San Jose, CA 95136
電：(408) 723-6400

服務：entry-level job skill or upgrade training in accounting/bookkeeping, medical assistant, business and office skills, electronics, construction, automotive, welding, machining, heating and air-conditioning, and computer repair and maintenance. Nominal fee for adults, free for youth.

社區大學

請撥打下列電話索取各職業訓練、及社區大學課程的章程。

DeAnza College

21250 Stevens Creek Blvd., Cupertino, CA 95014
電：(408) 864-5678
選科輔導：(408) 864-5400

Evergreen Valley College

3095 Yerba Buena Road, San Jose, CA 95135
電：(408) 274-7900
選科輔導：(408) 270-6474

Foothill College

12345 El Monte Road, Los Altos Hills, CA 94022
電：(650) 949-7777
選科輔導：(650) 949-7423

Gavilan College

5055 Santa Teresa Blvd., Gilroy, CA 95020
電：(408) 847-1400
選科輔導：(408) 848-4723

Mission College

3000 Mission College Blvd.
Santa Clara, CA 95054
電：(408) 748-2794
Spanish: (408) 748-2794
選科輔導：(408) 748-2706
Note: Offers early childhood development classes in Spanish.

San Jose City College

2100 Moorpark Avenue, San Jose, CA 95128
電：(408) 298-2181
選科輔導：(408) 993-0532

West Valley College

14000 Fruitvale Ave., Saratoga, CA 95070
電：(408) 867-2200
選科輔導：(408) 741-2009

Contractors State License Schools

3410 Stevens Creek Blvd #105, San Jose, CA 95117
電：(408) 247-1242

網址：www.csls.com

語言：西班牙語

服務：Contractors preparatory courses, home inspection course, estimating and blueprint reading.

Council on Aging of Santa Clara County

2115 The Alameda, San Jose, CA 95126
電：(408) 296-8290

語言：西班牙語

服務：Programs includes basic skill remediation, on-the-job training, and employment services (with pay) for seniors age 55 and older who are income-eligible. Training in certified home care and computer skills.

Cross Cultural Community Service Center (CCSC)

2268A Quimby Road, San Jose, CA 95122
電：(408) 223-6628

語言：西班牙語、越南語、國語、粵語

服務：ESL, high school diploma, G.E.D., youth employment, juniors for success, data entry, truancy intervention, homework center.

Economic and Social Opportunities (ESO)

1445 Oakland Road, San Jose, CA 95112
電：(408) 971-0888



語言：Spanish, Cambodian, Vietnamese

服務：Job placement and support services to low-income refugees and ESL students, ages 22 or over. Training in office skills and shipping and receiving.

Gilroy Community Youth Center

7400 Railroad Street, Gilroy, CA 95020

電：(408) 847-4686

語言：西班牙語

服務：Employment training for youth

Goodwill of Santa Clara County Institute for Career Development

1080 North Seventh Street, San Jose, CA 95112

電：(408) 998-5787

網址：www.goodwillsanjose.com

語言：American Sign

服務：Clerical, accounting, word processing, electronic assembly, computer processing.

Hope Rehabilitation Services

4351 Lafayette St., Santa Clara, CA 95054

電：(408) 748-2850

Other Offices: in San Jose, Gilroy, and Sunnyvale

語言：Spanish and Vietnamese

服務：Job counseling and job placement for persons with mental and developmental disabilities.

Immigrant Resettlement and Cultural Center (IRCC)

420 Park Avenue, San Jose, CA 95110-2612

電：(408) 971-7857

語言：Vietnamese

服務：Vocational ESL, job placement, retention services, senior program, and job keeper.

Jewish Vocational and Career Counseling Services



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4600 El Camino Real, Suite 204, Los Altos, CA 94022

電：(650) 941-7922

語言：Russian

服務：Career and employment counseling and job listings for anyone. Job counseling, training searches skills and computer classes for former Soviet refugees. Fee: sliding scale.

Job Corps

Women: 12 S. First Street, Ste. 1103, San Jose, CA 95113

電：(408) 292-8101

Men: 3485 East Hills Drive, San Jose, CA 95127

電：(408) 254-5627

服務：Job training for low-income at-risk youth, ages 16-24, in the following areas: automotive, computer technology, landscaping, construction, office skills, heating/air conditioning, electronics, licensed practical nurse, medical secretary, and food services. ESL classes provided.

MACSA: Mexican American Community Services Agency

660 Sinclair Street, San Jose, CA 95116

電：(408) 929-1080

語言：西班牙語

服務：Pre-employment program (2 weeks) for youth ages 16-21 includes basic skills remediation and pre-employment/work maturity. Entry employment experience. Limited internship. Job shadow/mentoring. Provides workshops in job preparation and placement for on-the-job training. Professional clothing. Tattoo removal program.

Mayfair Improvement Initiative

279 Sunset Ave, San Jose, CA 95116

電：(408) 254-8082

網址：www.mayfairneighborhood.org

語言：西班牙語

服務：Employment services.

Montessori Teacher Training Center

317 Moorpark Way, Mountain View, CA 94041

電：(650) 967-6695

服務：Montessori training to become teacher for children 3 to 6 years of age

National Council on Aging

691 S. Second Street, Ste. 10, San Jose, CA 95112

電：(408) 280-7791

服務：Adult day services, senior community service jobs program, NCOA's workforce development division helps mature workers aged 55 and older to find gainful employment, increase their incomes, and learn new skills. The senior community service employment program (SCSEP), authorized under Title V of the Older Americans Act, enables NCOA to provide these jobs, skills, and paths to independence for mature men and women.

Sacred Heart Community Service – Job Links

1381 South First Street, San Jose, CA 95110

電：(408) 283-5800

語言：西班牙語

服務：Job search, job preparation (resume writing) and referrals for clients who seek it including the homeless and those with limited English skills. Client and employer matching. Workshops. Voicemail for the purpose of employment.

San Jose Conservation Corps

2650-A Senter Road, San Jose, CA 95111

電：(408) 283-7171

語言：Spanish and Vietnamese.

服務：Offers vocational skills training and work experience (32 hours a week at \$5.25 an hour) for ages 18-23. Job preparation, ESL classes and GED preparation. Must be capable of strenuous work. Walk-in, Thursday 9 a.m. Services/industrial skills training includes driver training, forklift and chain saw operation, training in minor construction including fence building, trail building, landscaping,

computer skills and all aspects of recycling. Fee: none.

Sri Lankan Cultural Association

110 West Latimer Avenue, Campbell, CA 95008

電：(408) 871-1140

語言：Sinhala and Tamil

服務：Basic computer skills training. 8 week course. No fee.

Trans Access (formerly DPI)

One North First Street Suite #120, San Jose, CA 95113

電：(408) 278-2000

網址：www.dpiaccess.org

服務：School to career, internship program, offer pre-employment and soft skills, workshops for high school and college, students with disabilities pursuing competitive careers.

大學

John F. Kennedy University

1 W. Campbell Ave., Campbell, CA 95008

電：(408) 874-7700

National Hispanic University

14271 Story Rd., San Jose, CA 95127

電：(408) 254-6900

San Jose State University

One Washington Square, San Jose, CA 95192

電：(408) 924-1000

Stanford University

Stanford, CA 94305

電：(650) 732-2300

Santa Clara University

500 El Camino Real, Santa Clara 95050

電：(408) 554-4000

University of Phoenix



3590 N. First St., San Jose, CA 95134

電：(408) 435-8500

Vietnamese American Cultural and Social Council

611 North 13th Street, San Jose, CA 95112

電：(408) 971-8280 Fax: (408) 971-8285

網址：www.vietnam.org

語言：Vietnamese

服務：Vocational training in electronic assembly and job placement for Vietnamese persons. Fee: \$65.

Vietnamese Voluntary Foundation (VIVO)

2260 Quimby Road, San Jose, CA 95122

電：(408) 532-7755

語言：越南語、國語

服務：Job placement, electronics-HMT computer skills, Microsoft Office.

Sensory Access Foundation

385 Sherman Avenue, Suite #2

Palo Alto, CA 94306

電：(650) 329-0433

TDD: (650) 329-0433

語言：Spanish, French and German.

服務：Serving the vision impaired with evaluation and training access technology as well as job placement and retention. Work site modifications, equipment loans. Fee for some programs.

Workforce Initiative Network

(WIN Program, San Jose City College)

2100 Moorpark Ave.

San Jose, CA 95128

電：(408) 298-2181

服務：CalWORKs/TANF job counseling, preparation, and placement program. Training in such areas as dental assistant, medical assistant, machine tool operator, and multi-media/Internet experts. Also available at Evergreen Valley College.

