



- OPEN ENTRY ENROLLMENT
- HANDS-ON TRAINING
- SMALL CLASS ENVIRONMENT
- FLEXIBLE SCHEDULE



## CONTACT US

1335 N. Plaza Drive  
Visalia, CA 93291  
Office: (559) 651-1425  
Fax: (559) 651-4015

Office Hours:  
Monday - Friday  
8:00 AM - 4:30 PM

 @cdivisalia  @cdivisalia

**CAREER**  
**DEVELOPMENT**  
**INSTITUTE**



**ENROLL NOW**

# CAREER TECHNICAL TRAINING

[WWW.CDIVISLIA.COM](http://WWW.CDIVISLIA.COM)

---

# WHAT WE DO

---

At Career Development Institute, it is our mission to prepare dedicated students for a successful career.

In order to best accomplish this, we provide them with opportunities to develop the thought processes, knowledge, self-confidence, professionalism; along with skills and abilities to gain and maintain employment with their chosen industry.



Experience relevant, real-life instruction; we provide hands-on, practical training in fields where there is a demand for qualified entry-level employees.

Rest assured that we will do everything we can to make your educational experience memorable.

We will be there with you every step of the way until you are fully trained, and confident in your abilities.

**SCHOLARSHIP-  
OPPORTUNITIES ARE  
AVAILABLE FOR THOSE  
WHO QUALIFY.**

**CALL (559) 651-1425 TO  
SPEAK WITH US RIGHT  
AWAY.**



# ALL CERTIFICATE PROGRAMS

## 16-WEEK PROGRAM

- Office Automation
- Front Office -Medical Assistant
- Building Maintenance Technician
- Computer Repair Technician
- Customer Service Technician

## 4-WEEK COURSES

- Introduction to Computer |  
Computer Concepts
- Retail Customer
- Microsoft Word
  - Introductory
  - Intermediate
  - Advanced
- Microsoft Excel
  - Introductory
  - Intermediate
  - Advanced

## 16-WEEK ONLINE PROGRAM

- Office Automation Online
- Front Office - Medical Assistant
- Customer Service Technician