

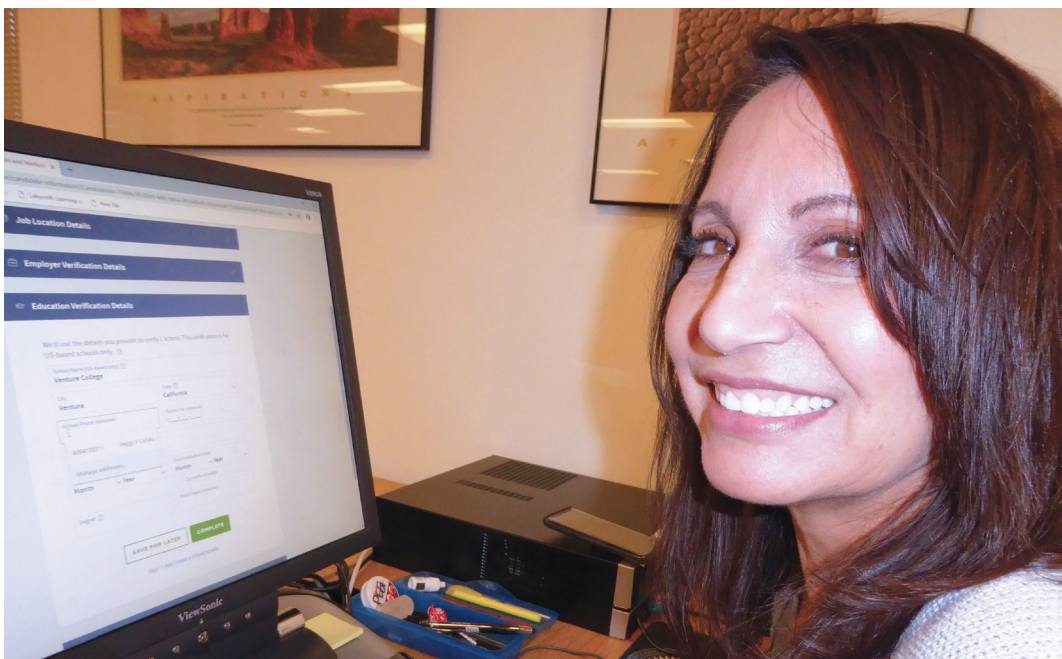
Career Technical Education Business Programs

Ventura Adult and Continuing Education Business programs are designed to prepare students for employment in entry-level jobs in a business/administrative support position.

The training involves learning general office duties, gaining computer literacy skills, and becoming proficient on industry-standard computers and software. Programs include Administrative Assistant, Business Administration, and Business Administration and Management.

Students will develop business communications skills, comfortably maneuver around the Windows operating system, learn to use OneDrive, and improve their keyboarding skills. In these programs, students will also become familiar with the preparation of various types of correspondence, the creation of travel arrangements, and improvement of their grammar and business writing.

Professional certification is awarded after program completion. All programs emphasize the importance of active problem solving, quality work production, effective communication and goal setting, and job readiness. Graduates of these programs will have an advantage in the competitive job market and possess the tools necessary to be successful in today's workplace.



CBEDS Code 4622 Business Support and Services

Administrative Assistant



18 weeks (630 hours)

ELEMENTS:

- Alphabetic Indexing
- Business English
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Microsoft Outlook Fundamentals
- Office Procedures 1
- Presentation Graphics
- Word Processing 1 and 2

OPTIONAL COURSE ENHANCEMENTS:

- Computer Spreadsheet/Graphics 2
- Additional Computer Database Lessons
- Accounting 1

Software: Microsoft programs including Windows, Outlook, Word, Excel, PowerPoint, and Access

EMPLOYMENT OPPORTUNITIES:

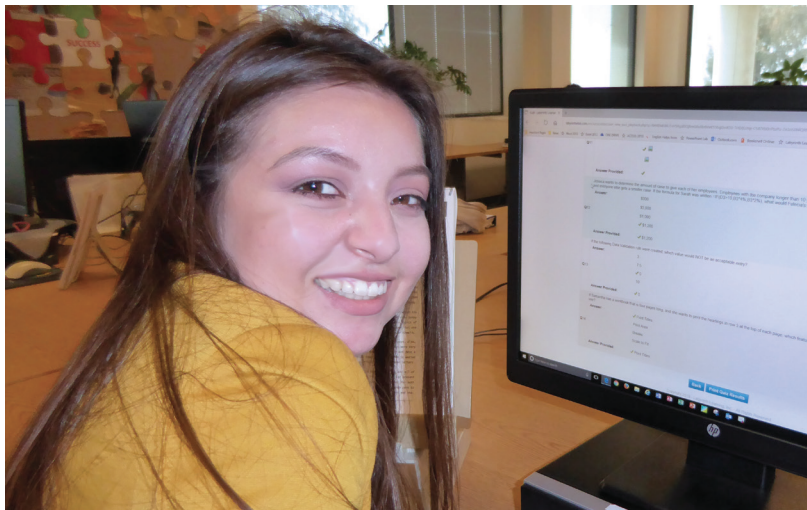
- Administrative Aide/Assistant/Associate
- Administrative Coordinator
- Executive Assistant
- Executive Secretary
- Office Manager
- Secretary

COURSE INFORMATION:

Administrative Assistants take on many different responsibilities and need to be ready to handle more tasks today than ever before. This program will enable students to develop soft skills as well as to polish their technical skills. Students acquire valuable skills necessary to create spreadsheets and charts, manage databases, apply industry-standard indexing and records management rules, prepare dynamic presentations, and create reports, letters, and documents.

Because specific job duties vary by experience, job title, and specialty, some assistants may be asked to handle more complex responsibilities, such as reviewing incoming documents, conducting research, and preparing extensive reports.

Students in the administrative assistant program will also learn to schedule appointments, update calendars, and handle incoming and outgoing mail. This program culminates in a real-life simulation which incorporates all skills previously learned.



For a complete list of program fees, see page 49

CBEDS Code 4637 Business Management

Business Administration



28 weeks (980 hours)

ELEMENTS:

- Accounting 1 and 2
- Alphabetic Indexing
- Business English
- Business Math Applications
- Computer Database 1
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1 and 2
- Electronic Calculator
- Keyboarding 1
- Microsoft Outlook Fundamentals
- Office Procedures 1
- Presentation Graphics
- QuickBooks Basics and Advanced
- Word Processing 1 and 2

OPTIONAL COURSE ENHANCEMENTS:

- Computer Accounting Sage 50
- Payroll Accounting/Simulation

Software: Microsoft programs including Windows, Outlook, Word, Excel, PowerPoint, and Access; QuickBooks

EMPLOYMENT OPPORTUNITIES:

Accounting Manager
 Accounts Payable Supervisor
 Accounts Receivable Manager
 Administrative Supervisor
 Customer Service Manager/Supervisor
 Office Coordinator/Manager/Supervisor
 Staff Services Manager

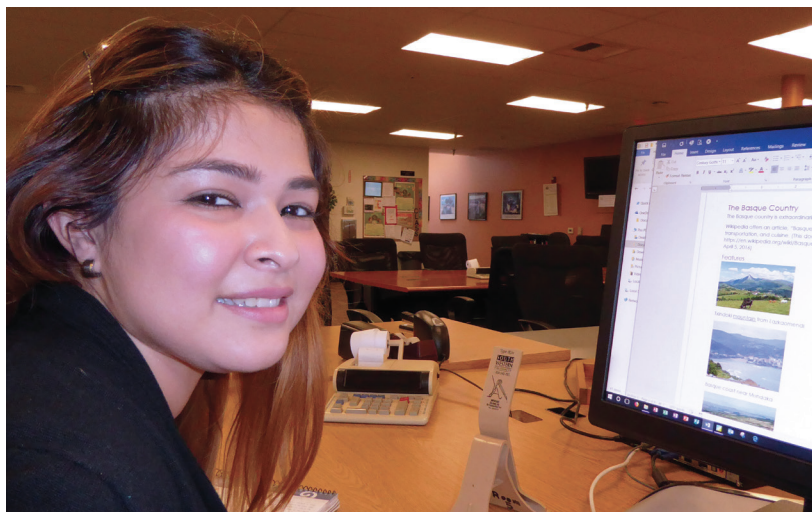
COURSE INFORMATION:

Students enrolling in the Business Administration program will learn to work in a variety of careers. They gain the skills to be an active listener and learner, to have social perceptiveness, to convey information effectively, to motivate and develop people as they work, as well as to identify the best people for the job.

Business Administrators may supervise the work of others, resolve customer complaints, or prepare and issue work schedules. They may train employees in job duties or company policies. They also may need to compute figures such as balances, totals, or commissions. Other duties may include researching, compiling, and preparing reports, manuals, correspondence, or other information required by management or governmental agencies.

This program includes the skills acquired in the Administrative Assistant program and builds on those skills by adding Accounting 1, 2, and QuickBooks as well as Business Math. Students become familiar with supervision and communications principles.

Students learn to use Microsoft Office to enhance spreadsheets with charts, pivot tables, and complex formulas. They learn to manage databases, create tables, reports, and forms—valuable skills necessary for any office. Job duties vary and may include more complex responsibilities, such as reviewing incoming documents, conducting research, basic bookkeeping, and preparing extensive reports.



For a complete list of program fees, see page 49

CBEDS Code 4637 Business Management

Business Administration and Management 35 weeks (1225 hours)

ELEMENTS:

- Accounting 1 and 2
- Alphabetic Indexing
- Business English
- Business Math Applications
- Computer Accounting Sage 50
- Computer Database 1
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1 and 2
- Electronic Calculator
- Keyboarding 1
- Microsoft Outlook Fundamentals
- Office Procedures 1 and 2
- Payroll Accounting
- Payroll Simulation
- Presentation Graphics
- QuickBooks Basics and Advanced
- Word Processing 1 and 2

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 3
- Managerial Accounting

Software: Microsoft programs including Windows, Outlook, Word, Excel, PowerPoint, and Access; QuickBooks; Sage 50 Accounting

EMPLOYMENT OPPORTUNITIES:

Accounting Manager
 Accounts Payable Supervisor
 Accounts Receivable Manager
 Administrative Supervisor
 Administrative or Executive Assistant
 Administrative Services Manager
 Customer Service Manager/Supervisor
 Office Coordinator/Manager/Supervisor
 General and Operations Managers
 Human Resources Representative
 Staff Services Assistant
 Training and Development Manager

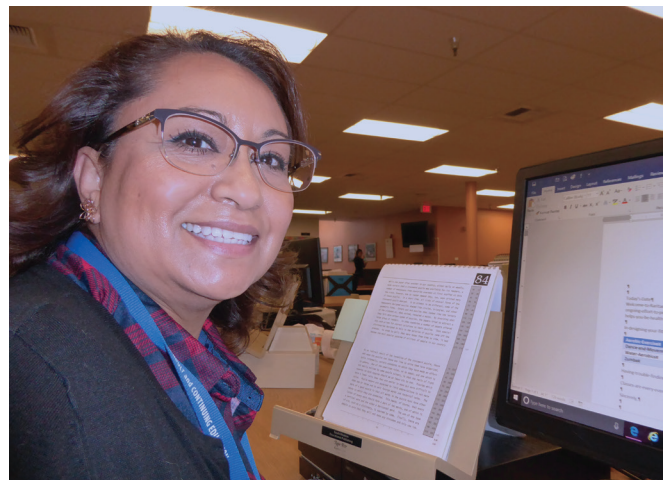
COURSE INFORMATION:

Business Administration and Management students learn the principles involved in implementing strategic planning, applying leadership techniques, and coordinating people and resources.

In addition to the skills taught in the Business Administration program, the Business Administration and Management program adds payroll functions and automated accounting software. Students learn to use accounting functions in a managerial capacity for planning, organizing, and budgeting.

On the job, managers often supervise other employees and are responsible for ensuring adherence to quality standards, deadlines, and proper procedures. They also solve problems, train employees, calculate commissions, and prepare financial reports.

This program will prepare managers to analyze financial data, coordinate operational activities, and compile documentation for technical reports, manuals, or correspondence. Managers prepare employee schedules, record personnel information, conduct research, maintain inventories, and monitor products or materials.



For a complete list of program fees, see page 49