Career Technical Education
Business Programs

The Ventura Adult and Continuing Education Business programs are designed to prepare students for employment in entry-level positions in office administration and administrative support.

The training involves general office duties, computer literacy skills, and industry-standard computers and software. Programs include courses in business administration which emphasize different specialties as well as a customer service program. These courses culminate in real-life simulations which incorporate all skills previously learned.

Professional certification is awarded after program completion. In addition, graduates may prepare to take Microsoft Office Specialist certification exams.

All programs emphasize the importance of active problem solving, quality work production, effective communication and goal setting, and job readiness. Graduates of these programs have all of the tools necessary to be successful in today’s workplace.
CBEDS Code 4608 Office Assistant

**Administrative Assistant**

**Elements:**
- Alphabetic Indexing
- Business English
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Office Procedures 1 - Administrative Assistant Simulation
- Outlook Fundamentals
- Presentation Graphics
- Word Processing 1
- Word Processing 2

**Optional Course Enhancements:**
- Computer Spreadsheet/Graphics 2
- Outlook/Internet
- Shorthand

Software: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, software designed to prepare for MOS exam

**18 weeks (630 hours)**

**Course Information:**
In the Administrative Assistant program, students are taught Microsoft Office software programs such as Word, Excel Access, and PowerPoint using the Microsoft Windows Operating system. Students acquire time management skills, business communications, manual and electronic file management, word processing, database creation and management, spreadsheets, and presentation skills. The simulated office setting also provides students with real-life scenarios in which they apply computer skills to tasks at hand while multi-tasking. While in class, students communicate with others in a fast-paced, professional environment.

**Employment Opportunities:**
- Secretary
- Office Assistant
- Administrative Aide
- Administrative Assistant
- Administrative Technician

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Business Administration

**Elements:**
- Accounting 1
- Accounting 2
- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math Intermediate
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2
- Electronic Calculator
- Keyboarding 1
- Office Procedures 1 - Elements of Supervision
- Office Procedures 2 - Communication Skills
- QuickBooks Pro
- Word Processing 1
- Word Processing 2

**Optional Course Enhancements:**
- Automated Accounting Simulation
- E-Commerce
- Internet
- Presentation Graphics

**Software:** Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks Pro, software designed to prepare for MOS exam

**Course Information:**
Students in the Business Administration program learn how to prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet, and database software. They will also learn to perform general office duties, such as maintaining records management database systems and performing advanced bookkeeping work. Business Administration students learn the principles of accounting, business communications, supervisory skills, research skills, as well as organizational and administrative skills. Business Administration students are trained in Microsoft Office programs such as Word, Excel, Access, and QuickBooks Pro.

**Employment Opportunities:**
- Office Manager
- Business Administrator
- Report Specialist
- Sales Assistant
- Executive Assistant

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Career Technical Education  

Business Programs

CBEDS Code 4637 Business Management

Business Administration and Management  

34 weeks (1190 hours)

ELEMENTS:

• Accounting 1
• Accounting 2
• Alphabetic Indexing
• Automated Accounting
• Business English
• Business Law Fundamentals
• Business Math Intermediate
• Computer Database 1
• Computer Operating System Fundamentals
• Computer Spreadsheet/Graphics 1
• Computer Spreadsheet/Graphics 2
• Electronic Calculator
• Keyboarding 1
• Payroll Accounting
• Payroll Simulation
• Presentation Graphics
• Office Procedures 1 - Elements of Supervision
• Office Procedures 2 - Communication Skills
• QuickBooks Pro
• Word Processing 1
• Word Processing 2

OPTIONAL COURSE ENHANCEMENTS:

• E-Commerce
• Accounting 3

Software: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks Pro, Automated Accounting

COURSE INFORMATION:

The Business Administration and Management program prepares students for today’s extremely competitive job market by providing each student with a well-rounded skill set. Students will review financial statements by learning advanced accounting, automated accounting, and payroll course work. Additionally, students learn business communications, research skills, supervisory skills, as well as organizational and administrative skills. The courses teach students to use logic and reasoning to find solutions, conclusions, and/or approaches to the problems at hand. Software programs include Word, Excel, PowerPoint, Access, and QuickBooks Pro.

EMPLOYMENT OPPORTUNITIES:

• Executive Assistant
• Office Manager
• Operations Manager
• Administrative Service Manager
• Inventory Control Clerk

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