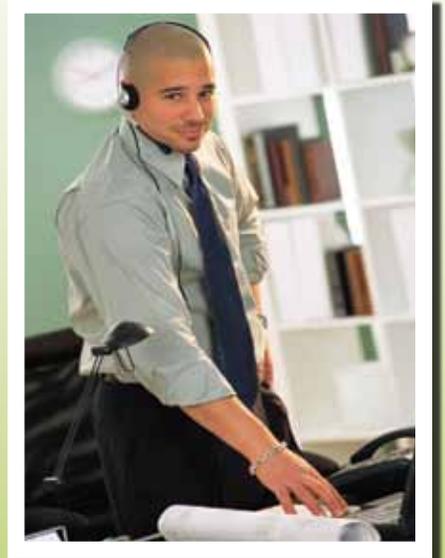
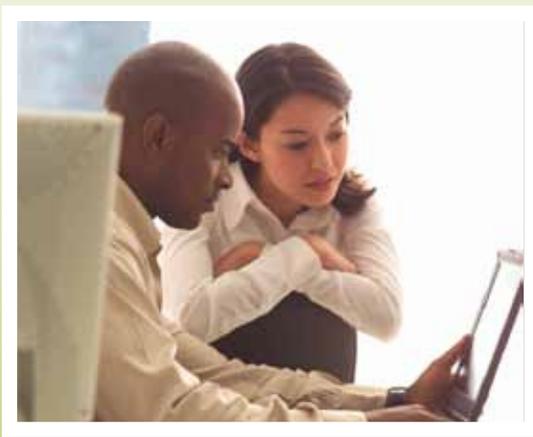


Ventura Adult and Continuing Education Technology Development Center



Information Catalog
2012-2013



Training that gets the job!

Technology Development Center

5200 Valentine Road, Ventura, CA 93003

805 • 289 • 1744

TDD: 805 • 676 • 7365

www.AdultEdVentura.edu

TABLE OF CONTENTS

School Information

Staff.....	4
Philosophy and Purpose	5
Mission Statement	5
Hours	6
Enrollment	6
Assessments	6
Dress and Grooming Expectations	6
Student Placement Center	7
Support Services	8

Financial Aid.....	10
---------------------------	-----------

Expected Schoolwide Learning Results	11
---	-----------

Computer-Aided Design Programs

Computer-Aided Design Technician	13
Computer-Aided Design Technician (Fast Track)	14
SolidWorks Technician	15

Computer Systems Technology Programs

Computer Support Technician (A+ Certification).....	17
Microsoft Certified Systems Administrator (Exam Preparation) ..	18
Network Support Technician (A+ & N+ Certification) ..	19

Digital Multimedia Programs

Digital Multimedia Technician	21
Studio Production Technician	22

Medical Programs

Back Office Medical Assistant.....	24
Front/Back Office Medical Assistant.....	25
Front Office Medical Assistant.....	26
Medical Receptionist	27
Pharmacy Technician.....	28
Phlebotomy (Evenings).....	29
Physical Therapy Aide	30

Accounting Programs

Accounting Clerk.....	32
Computerized Financial Accounting	33
Computerized Financial Accounting (Fast Track).....	34
Data Entry/Inventory Technician	35
Payroll Technician	36

Business Programs

Administrative Assistant.....	38
Business Administration.....	39
Business Administration and Management	40
Business Manager - World Wide Web.....	41
Customer Service Representative/Collections.....	42
Human Resource Management	43
Legal Secretary	44
Microsoft Office Basics.....	45

Computer Applications/Graphics Programs

Computerized Marketing Support Technician.....	47
Computerized Office Professional.....	48
Graphic Design (Fast Track)	49
Graphic Designer for Web.....	50
Web Business Graphics/Desktop Publishing	51

Program Fees.....	52
--------------------------	-----------

Refund Policy.....	53
---------------------------	-----------

Digital Arts
Audio/Video Studio Production
Audio/Video Post Production/Editing

**GOT CREW?
GET TDC!**

5200 Valentine Rd.
Ventura, CA 93003
805-289-1744

Technology Development Center

Technology Development Center



Carolyn Vang-Walker



Teresa Johnson



Charlene Ferguson



Summer Nicol



Kent Donnelly



Kay Miller

School Information

School Information



WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
ACCREDITING COMMISSION FOR SCHOOLS



THIS SCHOOL IS ACCREDITED THROUGH
JUNE 30, 2013

California Department of Education
Adult Education 2002 Program of Excellence

Ventura Adult & Continuing Education
Ventura Unified School District



Microsoft®
IT Academy Program



Approved for Veterans

SCHOOL INFORMATION

VENTURA UNIFIED SCHOOL DISTRICT

Board of Education

Velma Lomax, President
John Walker, Vice-President
Barbara Fitzgerald
Debbie Golden
Mary Haffner

Administration

Dr. Trudy Tuttle-Arriaga, Superintendent
Ms. Kathy Asher, Assistant Superintendent
Mr. Paul Jablonowski, Assistant Superintendent
Mr. Joseph Richards, Jr., Assistant Superintendent

VENTURA ADULT AND CONTINUING EDUCATION, TECHNOLOGY DEVELOPMENT CENTER

Teresa Johnson, Director/Principal
Carolyn Vang-Walker, Assistant Principal
Kent Donnelly, Vocational Resource Teacher
Kay Miller, Work Transition Instructor

Summer Nicol, Special Projects
Charlene Ferguson, Financial Aid Technician
Leticia Murillo, Billing Services
Vicki Stiffler, Vocational Enrollments

INSTRUCTIONAL STAFF

Karl Akkerman
Accounting Instructor
Scott Collins
Computer Aided Design Instructor
Hai Dinh
Computer Systems Technology Instructor
Sandy Gereau
Medical Office Occupations Lab Assistant
Brian Harrison
Computer Systems Technology Instructor
Dennis Huston
Computer Aided Design & Parametrics Instructor
John Loest
Medical Instructor

Tim Oglesbee
Studio Production Technician
Deborah Resler
Medical Instructor
Terry Wieser
Digital Multimedia Instructor
Jo Wilmoth
Medical Instructor
Kathy Yeomans
Computer Applications and Graphics Instructor
Claudia Young
Business Instructor

A STANDING INVITATION...

Please plan to visit the Technology Development Center, tour the classrooms, and become acquainted with the instructors. Call 805-289-1744 to arrange a visit, to meet with a counselor, or to have your questions answered. Check out our Web site at www.AdultEdVentura.edu for program updates.

SCHOOL ACCREDITATION INFORMATION

Ventura Adult and Continuing Education has been recognized at both the state and federal levels. We were granted a six-year accreditation by the Western Association of Schools and Colleges, which extends from 2007 to 2013. In 2002, Ventura Adult and Continuing Education Technology Development Center was selected by the California Department of Education as a Vocational Program of Excellence. Ventura Adult and Continuing Education is a candidate for Accreditation by the Commission of the Council on Occupational Education.

MISSION STATEMENT

The mission of the Ventura Adult and Continuing Education Career Technical Program is to enhance the employability of our students by providing innovative, competency-based vocational training and professional certification for those wishing to develop occupational skills leading to initial job entry, or to upgrade skills leading to career advancement or retraining.

PROGRAM PHILOSOPHY AND PURPOSE

Technology Development Center is founded on the belief that knowledge is a key element of life. The more that is known about a subject, the more it can be enjoyed, pursued, accepted or defended. Recognizing that adult learning patterns and needs must be addressed in a sensitive and responsible manner, the training programs have been designed to be comprehensive, supportive and flexible. The staff of Technology Development Center is dedicated to meeting each individual student's vocational needs and to the development of self-worth through assets building and educational opportunities.

The purpose of the Technology Development Center programs is to provide learners with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

TECHNOLOGY DEVELOPMENT CENTER OFFERS:

- Designated Vocational Program of Excellence
- Open-entry/open-exit, year-round programs
- Individualized instruction
- Competency-based curriculum
- Full accreditation by the Western Association of Schools and Colleges
- Recognition by America 2000 as one of eleven outstanding adult training programs in the nation
- Qualified, credentialed instructors
- Low student/teacher ratio
- Complete program customization, based on student need
- State-of-the-art computers and equipment
- Latest industry-based software
- Weekly employability workshops
- Optional externships
- Access to free basic academic skills, literacy and English-as-a-Second Language instruction
- GED preparation at no cost
- Monthly progress reports
- Daily attendance reporting
- Student Support and Career Center
- Job placement assistance
- Professional certification
- Financial aid assistance
- Approved for veterans

SCHOOL INFORMATION

HOURS

Hours of instruction are from 8:00 a.m. until 4:00 p.m., Monday through Friday, with an enrichment period between 4:00 and 5:00 p.m. for remediation, portfolio work, special projects, and workshops. Lunch break is from 12:00 p.m. until 1:00 p.m.

Students are expected to attend classes daily in preparation for future employment expectations. Unsatisfactory attendance will place a student in jeopardy of losing financial aid and being dropped from the program. Attendance and academic progress reports are prepared and distributed on a monthly basis.

Instructors are available for conferences from 4:00 to 5:00 p.m., Monday through Friday. Other conference times may be arranged with individual instructors. Appointments are necessary to allow instructors to give quality time to students and counselors. Counseling appointments for academic and career advisement are available during office hours. Call (805) 289-1744.

ENROLLMENT

Ventura Adult and Continuing Education Technology Development Center programs are open-entry/open-exit, allowing students to enroll at any time. Instruction is individualized, enabling students to progress using the most effective learning styles.

Any person desiring vocational training in the program areas offered at Technology Development Center is welcome to enroll. Student support and job placement services are included in the program cost. Externships are available on an individual-need basis. There is an additional cost for textbooks, classroom supplies, and materials.

Students may enroll without a high school diploma although they are strongly encouraged to acquire, at minimum, a GED during the course of their studies. Ventura Adult and Continuing Education provides GED preparation classes at no cost. The GED tests, which are state-regulated, are available monthly for a minimal fee.

Students are registered on their first day of classes.

ASSESSMENTS

Assessments are available to determine the suitability of program placement. Instructors may screen specific academic and social areas of concern and submit a complete written evaluation before recommending the individual for a full program.

DRESS AND GROOMING EXPECTATIONS

The purpose of the Career and Technical Education training programs is to prepare students for the workforce. Proper readiness is a complete package that involves more than just technical training. Readiness includes proper work attitude, academic skills, and grooming. For the latter, Ventura Adult and Continuing Education has established minimum expectations in the areas of business dress and grooming for students in training.

The guideline followed is that students' appearance should meet the conventions of the business for which they are being trained to enter. While formal business dress is not required, relaxed dress along the lines of the workplace is expected. Beware of being too casual. Making a good impression on externship employers or prospective employers, whether in the classroom or on an interview, is crucial to employability. Clean, well-groomed hair (and beard) and clean, well-chosen clothes can make the difference.

This is a "non-smoking" campus.

Minimum appropriate business attire:

Men:

Long pants with belt
Collared shirt, tucked in
Business shoes and socks
Scrubs for Medical Students
Neat, clean hairstyle

Women:

Dress or skirt and blouse
Pant suit
Heels or business shoes
Scrubs for Medical Students
Neat, clean hairstyle

Inappropriate for class or workplace:

- Flip-flops
- Tee shirt
- See-through clothing
- Excessive colognes
- Soiled, stained, torn or odorous clothes
- Shorts
- Swimsuits
- Tank tops
- Hats
- Workout clothes

STUDENT PLACEMENT CENTER SERVICES

All programs at Ventura Adult and Continuing Education Technology Development Center are oriented toward employment in today's highly competitive job market. The Student Placement Center provides a variety of resources to prepare the student for placement, including videos, reference materials, fax machines, telephones, TTY, computers for resume preparation, and Internet access for job search. Career Development Seminars provide up-to-date job seeking methods, including résumé preparation and interviewing techniques. All students are invited to use these resources while attending school and after graduation. The goal is placement in a job that is both personally and financially rewarding.

The Student Placement Center is staffed by Kay Miller, the Work Transition Instructor, and Summer Nicol, Special Projects. They have over 20 years of experience as vocational and career counselors, working with high school students as well as adults. Ms. Miller is also

a Certified Rehabilitation Counselor, assisting individuals with various disabilities return to gainful employment. She has a Master's degree in Educational Psychology, Counseling and Guidance.

The Placement Center staff is able to provide students with the tools needed for successful placement. These include researching the hidden job market, developing job leads, preparing effective résumés and practicing successful interview techniques.

The Placement Center staff is also active in the business community, developing relationships that lead to externships for students and employment opportunities for graduates. These business relationships have also led to unsolicited calls from employers seeking qualified applicants. Local employers provide externship opportunities to our students, which often lead to offers of permanent positions.

CAREER DEVELOPMENT WORKSHOPS

Learn about the latest trends and techniques in job hunting with the instructors at Ventura Adult and Continuing Education who help hundreds of people become re-employed each year. Tune up your résumé for maximum effect, gather cover letter tips and tricks, polish your interviewing skills, discuss proper dress and grooming for your field, become more efficient with applications, and learn how to maximize your exposure to the business world.

Summer assists students with résumé preparation and job readiness skills to enhance employment opportunities.

Kay provides ongoing job preparation workshops. The workshops are just part of the services provided to every student.



Summer Nicol, Special Projects

Kay Miller, Work Transition Instructor

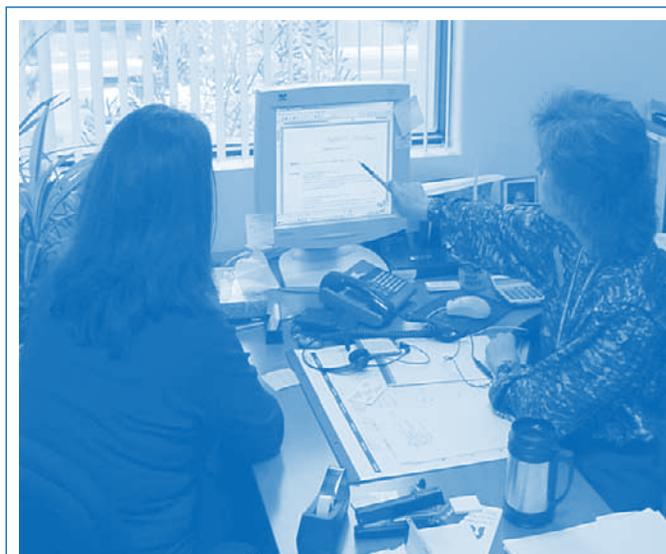
Support Services Available to Students

Improve Your Job-Seeking Skills!

- Prepare a solid, effective, eye-catching resumé
- Compose outstanding cover letters and gracious thank-you letters
- Select videos to help you prepare for the interview, present a professional image, and much more
- Surf the Net to research companies and locate hot job openings
- Check out the Job Board for current employment opportunities
- Learn to dress for success
- View library videos on self-improvement and self-esteem
- Use our wide selection of reference and resource materials
- Participate in job workshops designed to enhance your skills

Improve Your Math, Reading, Spelling and Writing Skills

- Assess your readiness and prepare for the GED using a computerized tutorial
- Develop study techniques and strategies to improve test taking skills
- Invest in your future with a computerized, individualized reading, math, or typing program
- Attend math workshops or specialized instruction
- Earn your high school diploma online
- Learn to use Assistive Technology
- Explore “hands free” computer operation with voice-recognition software
- Use software designed to enhance low vision, build vocabulary, and read scanned text
- Master a one-handed keyboard or foot-operated mouse





The doors of wisdom are never shut.
—Benjamin Franklin

FINANCIAL AID

REQUIREMENTS:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Be working toward a degree or certificate in an eligible program (Pell grant funding is available for any program more than 18 weeks in length)
- Register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25
- Maintain satisfactory academic progress and attendance in postsecondary school
- Provide a high school diploma or a General Educational Development (GED) certificate

FEDERAL PELL GRANT

Financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund). A Federal Pell Grant is based on financial need. Pell Grants are generally awarded only to undergraduate students who have not earned a bachelor's or graduate degree. There is a maximum award amount based on a 26-week course that covers 900 clock hours of instruction. Please see our financial aid technician for details.

DIRECT SUBSIDIZED STAFFORD LOANS

This federal loan is available to undergraduate and graduate students enrolled at least half-time and must be repaid. The U.S. Department of Education is the lender and pays interest on the loan while the student is in school at least half-time and during the grace period. The grace period is a six-month period that begins on the day after the student ceases enrollment. For a first-year student, the maximum subsidized loan amount is \$3500 for a 26-week course that covers 900 clock hours of instruction. Please see our financial aid technician for details.

DIRECT UNSUBSIDIZED STAFFORD LOANS

This federal loan is available to undergraduate and graduate students enrolled at least half-time and must be repaid. Financial need is not necessary for unsubsidized loans. The U.S. Department of Education is the lender; however, the student is responsible for paying all interest on the loan starting on the date the loan is first disbursed. Repayment begins 6 months after the student ceases enrollment. For a first-year student, the maximum loan amount is \$5,500 (no more than \$3,500 of this amount may be in subsidized loans). Please see our financial aid technician for details.

DIRECT PLUS LOAN

This federal unsubsidized loan, also known as the Parent Loan for Undergraduate Students, is available to parents of dependent undergraduate students and must be repaid. The student must be enrolled at least half-time. The U.S. Department of Education is the lender; however, the parents are responsible for paying all interest. Repayment begins on the date of the last disbursement. A credit check will be made prior to final approval of the loan. If a parent is denied a PLUS loan, the student may apply for a Federal Unsubsidized Stafford Loan. The maximum amount for a PLUS loan is the cost of education (both direct and indirect costs) minus any other form of financial aid. Please see our financial aid technician for details.

SCHOLARSHIPS

Scholarships are available on a limited basis.

ABOUT VENTURA ADULT AND CONTINUING EDUCATION

Ventura Adult and Continuing Education is located in a modern, recently upgraded facility, close to Highway 101. Classrooms are outfitted with spacious workstations and the various equipment tailored for each program. There is an on-site student lounge equipped with microwaves and refrigerators as well as vending machines. In addition, there are both indoor and outdoor eating areas, conference rooms, and ample parking. The Placement Center and WIA Center offer additional computer stations, copiers, and fax services for students.

TRANSFER POLICY

If a student has attended a prior post-secondary institution, the student must furnish within 30 days of enrollment, a transcript for all courses taken that includes dates attended and credit issued. This institution will evaluate all prior course work and give credit to the student on a case-by-case basis. If the school determines that credit can be given for prior post-secondary education, the period of training will be shortened proportionately with the student duly notified of same. We do not accept the transfer of credits earned at other institutions. Students may transfer between programs within the institution.

GRADING SYSTEM

Ventura Adult and Continuing Education programs are competency-based. Students are to demonstrate competencies of courses at a 70% level of achievement or better. All competency demonstrations not up to the 70% standard will be redone or retaken until this level of achievement is met or exceeded. No grade lower than 70% will be issued.

Grades will be based upon the following criteria:

- A 90% or better
- B 80% - 89%
- C 70% - 79%

UNIFORM COMPLAINT PROCEDURE

It is the intention of the Ventura Unified School District Governing Board that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. The policy and forms are available at the Adult Education offices.

Ventura Adult and Continuing Education is a candidate for Accreditation by the Commission of the Council on Occupational Education. If complaints are not handled at the institutional level, contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Their phone number is 770-396-3898 and the fax number is 770-396-3790.

Additionally, if complaints are not handled at the institutional level, contact the accreditation commission, Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, CA, 94010.

Computer-Aided Design

Computer-Aided Design Programs



Dennis Huston, *Instructor*



Scott Collins, *Instructor*

The possible's slow fuse is lit,
by the Imagination.

—Emily Dickenson

COMPUTER-AIDED DESIGN TECHNICIAN

28 WEEKS

ELEMENTS:

- Manual Drafting
 - Fundamentals
 - Projections/Views
 - Applications
- Computer Keyboarding and File Management
- Computer-Aided Drafting 2-D
 - Fundamentals 1 & 2
 - Applications 1 & 2
 - Industrial Applications 1 & 2
- Computer-Aided Design 3-D
 - Fundamentals
 - Industrial Applications
 - Solids Modeling
- Geometric Dimensioning and Tolerancing
- Rapid Prototyping
- Portfolio Development

EMPLOYMENT OPPORTUNITIES:

- Architectural Drafter/Designer
- Automotive Designer
- CAD Operator/Designer
- Cartographer
- Civil Engineering/Industrial Designer
- Defense Industry
- Electro/Mechanical Designer
- Facilities Designer/Retrofitter
- Landscape Designer
- Mechanical Drafter/Designer
- Patent Drafter
- Piping Designer
- Plastics Design/Injection Molding/Manufacturing
- Sheet Metal Designer/Fabricator
- Technical Illustrator
- Tool Designer

COURSE INFORMATION:

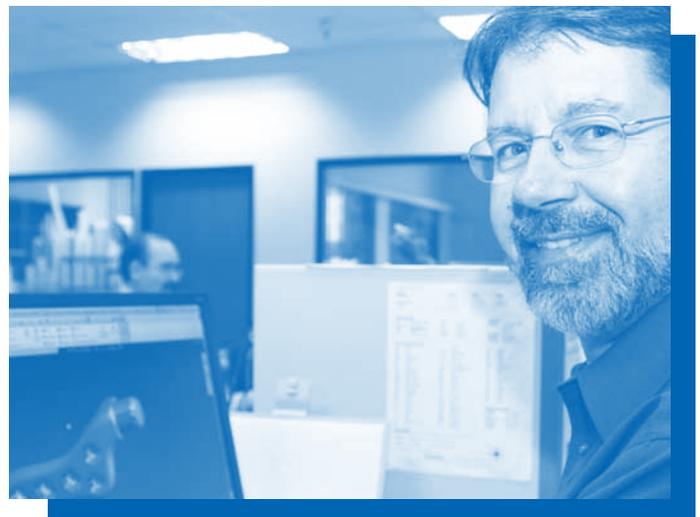
The Computer-Aided Design course provides students with the skills necessary to move into fields such as design, drafting, engineering, or animation/video production.

Students learn manual drafting, keyboarding, Windows, file management, and beginning Computer-Aided Design (CAD). Students who complete the required competencies with time remaining in their training have an opportunity to learn a variety of third-party software that works in conjunction with CAD including:

- 3-D Solids Modeling
- Parametric Drafting
- Revit Architectural Software

Students will fabricate a model or part on our Rapid Prototyping machine.

The classroom is equipped with a full video training library and an extensive reference and application library. All industrial trade journals and publications are available and any media may be checked out for the students' use as reference or portfolio ideas.



COMPUTER-AIDED DESIGN PROGRAMS

COMPUTER-AIDED DESIGN TECHNICIAN (FAST TRACK)

16 WEEKS

PREREQUISITES:

- Manual Drafting
- Demonstrated CAD industry experience
- Keyboarding/Windows/File Management

ELEMENTS:

- Computer-Aided Drafting 2-D
Fundamentals 1 & 2
Applications 1 & 2
Industrial Applications 1 & 2
- Computer-Aided Design 3-D
Fundamentals
Industrial Applications
Solids Modeling
- Geometric Dimensioning and Tolerancing
- Rapid Prototyping Fundamentals
- Portfolio Development

EMPLOYMENT OPPORTUNITIES:

- Automotive Designer
- Cartographer
- Civil Engineering/Industrial Designer
- CNC Manufacturing (i.e. milling, lathe)
- Electro/Mechanical Designer
- Facilities Designer/Retrofitter
- Mechanical Drafter/Designer
- Piping Designer
- Plastics Design/Injection Molding/
Manufacturing
- Sheet Metal Designer/Fabricator
- Technical Illustrator
- Tool Designer

COURSE INFORMATION:

This Fast Track program offers the experienced drafting/design professional an opportunity to build upon their current skills level and enhance employment potential.

Students will be trained on the latest release design softwares. These softwares have new levels of flexibility, either in a 2-D or 3-D environment.

The availability of exercises and projects with step-by-step procedures at your fingertips results in an interactive atmosphere. Instructors provide individual assistance, which results in faster, more comprehensive learning.

Students will fabricate a model or part on our Rapid Prototyping machine.



COMPUTER-AIDED DESIGN PROGRAMS

SOLIDWORKS TECHNICIAN

10 WEEKS

ELEMENTS:

- Prerequisite:
Computer-Aided Design Certification
(or professional equivalent)
- SolidWorks Fundamentals
- SolidWorks 3-D Solids Modeling
- SolidWorks Assemblies
- SolidWorks Production Drawings
- SolidWorks Sheet Metal Design
- SolidWorks Industrial Applications
- Rapid Prototyping
- Portfolio Development

EMPLOYMENT OPPORTUNITIES:

- Automotive Designer
- Cartographer
- Civil Engineering/Industrial Designer
- CNC Manufacturing (i.e. milling/lathe)
- Electro/Mechanical Designer
- Facilities Designer/Retrofitter
- Mechanical Drafter/Designer
- Patent Drafter
- Piping Designer
- Plastics Design/Injection Molding/
Manufacturing
- Sheet Metal Designer/Fabricator
- Solid Works Operator/Designer
- Technical Illustrator
- Tool Designer

COURSE INFORMATION:

SolidWorks is a dimension-driven system. Changing the part dimensions also changes the size and shape of the part, while preserving your design intent.

In order to be competitive, companies realize that they need to make the transition from two-dimensional drafting to a 3-D solid model working environment.

The new applications of SolidWorks have introduced not only previously unheard-of levels of control and functionality, but also a viable migration path from a 2-D to a 3-D environment.

Students will fabricate a model or part on our Rapid Prototyping machine.

In addition to saving days, weeks, or even months, CAD solutions reduce manufacturing errors and yield stylized prototypes.



Computer Systems Technology

Computer Systems Technology



Hai Dinh, *Instructor*

Microsoft®
IT Academy Program

VUE
AUTHORIZED TESTING CENTER

THOMSON
PROMETRIC

CompTIA®

A+ Certification™
A CompTIA Certification Program

Network +™
A CompTIA Certification Program



Brian Harrison, *Instructor*

COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

COMPUTER SUPPORT TECHNICIAN (A+ CERTIFICATION)

22 WEEKS

ELEMENTS:

- Disk Operating System (DOS)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- A+ Exam Preparation 1
- A+ Exam Preparation 2

EMPLOYMENT OPPORTUNITIES:

- Computer Repair Trainer
- Computer Sales
- Computer Specialist
- Customer Support
- Field Service Technician
- Help Desk Support
- PC Technician
- Technical Support

COURSE INFORMATION:

This course is designed to take a student from the basic workings of computers and peripherals to in-depth knowledge of how to set up and troubleshoot computer hardware and operating systems. Students have access to state-of-the-art materials and equipment, and the course is continually adjusted in order to keep pace with changes in the computer industry. Besides assembling and upgrading computers, installing hard drives, CD-ROMs, modems, and DVDs, training includes current evolving technologies, such as Category 5e/6 and fiberoptic cabling, wireless (Wi-Fi), Bluetooth, DSL, laptop and PDAs, laser printers, and scanners.

After thorough hands-on, individualized training, this program stresses finding answers to problems using books, technical documents, and the Internet. It also stresses the importance of preparing the student to stay current in the industry, as computer systems are always changing. Training is designed to provide strong troubleshooting skills using proven methods and a variety of research approaches.

The A+ Certification has become the standard for the computer industry to verify competency. This course prepares students to become A+ certified prior to graduation. Ventura Adult and Continuing Education Technology Development Center is certified as both VUE and Prometric testing centers, so students may take the two-part test on campus, and the fee for the exams is included in the program cost.



COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (EXAM PREPARATION) 38 WEEKS

ELEMENTS:

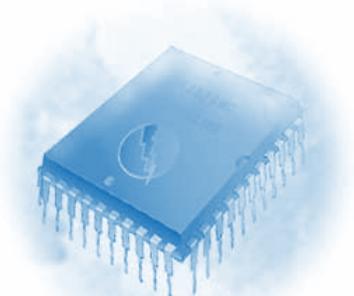
- Disk Operating System (DOS)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- A+ Exam Preparation 1
- A+ Exam Preparation 2
- Network+ Exam Preparation
- MCITP Exam Preparation 1
- MCITP Exam Preparation 2
- MCITP Exam Preparation 3

OPTIONAL COURSE ENHANCEMENTS:

- Microsoft MCTS Preparation
- Microsoft MCITP Preparation

EMPLOYMENT OPPORTUNITIES:

- System Engineer
- Technical Support Specialist
- Network Technician
- Information Systems Administrator
- Network Administrator
- Technical Support Engineer
- Network Engineer
- Technical Consultant
- IT Specialist



COURSE INFORMATION:

The MCSA program is designed for the student who is looking for greater knowledge of computer systems. This course will take the student from the basics of computer operation to designing and supporting Windows Server 2003 or Windows Vista Server-based networks. Students will have access to state-of-the-art materials and equipment. The course is continually adjusted in order to keep pace with changes in the computer industry. Training includes evolving technologies, such as Category 5e/6 and fiberoptic cabling, wireless (Wi-Fi), Bluetooth, DSL, laptop and PDAs, laser printers, and scanners.

The course begins with an introduction to DOS and Windows operating systems. Students set up and administer their own networks, starting with basic peer-to-peer networks and progressing to more intricate client-server based networks. The major focus of this course is to provide a student with lots of practical experience in order to prepare them for work in the computer industry. Training is designed to provide strong troubleshooting skills using proven methods and a variety of research approaches. Students are able to progress through this competency-based course at a pace that is comfortable for them.

The A+ and Network + certifications have become standards for the computer repair and network technician. This course includes training that prepares a student for these certification exams along with the MCSA exams. Ventura Adult and Continuing Education Technology Development Center is certified as both VUE and Prometric testing centers, so students may take each of the certification exams on campus. The fee for the A+, Network +, and MCSA exams is included in the program cost.

Students learn how to set up and administer networked computer systems, to include:

- INSTALLING, CONFIGURING, AND ADMINISTERING WINDOWS XP PROFESSIONAL (70-270)
- MANAGING AND MAINTAINING A MICROSOFT WINDOWS SERVER 2003 ENVIRONMENT (70-290)
- IMPLEMENTING, MANAGING AND MAINTAINING A MICROSOFT WINDOWS 2003 NETWORK INFRASTRUCTURE (70-291)

COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

NETWORK SUPPORT TECHNICIAN (A+ AND N+ CERTIFICATION) 32 WEEKS

ELEMENTS:

- Disk Operating System (DOS)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- Network Fundamentals 4
- Network Fundamentals 5
- A+ Exam Preparation 1
- A+ Exam Preparation 2
- Network+ Exam Preparation

OPTIONAL COURSE ENHANCEMENTS:

Microsoft Certified Professional Preparation
Microsoft MCTS Preparation
Microsoft Exchange Server
Microsoft MCSA Preparation
Microsoft MCITP Preparation
Security+ Preparation

EMPLOYMENT OPPORTUNITIES:

- Computer Sales
- Computer Specialist
- Computer Systems Trainer
- Customer Support
- Field Service Technician
- Help Desk Support
- Network Administrator
- Network Support Technician
- PC Technician/Technical Support
- System Administrator

COURSE INFORMATION:

This course is designed to take a student from the basic workings of computers and peripherals to in-depth knowledge of setting up and troubleshooting computer networks. Students have access to state-of-the-art materials and equipment, and the course is continually adjusted in order to keep pace with changes in the computer industry. Training includes current evolving technologies, such as Category 5e/6 and fiberoptic cabling, wireless (Wi-Fi), Bluetooth, DSL, laptop and PDAs, laser printers, and scanners.

After thorough hands-on, individualized training, students learn how to set up and administer networked computer systems, to include:

- MICROSOFT WINDOWS XP
- MICROSOFT WINDOWS SERVER 2003
- MICROSOFT WINDOWS SERVER 2008
- MICROSOFT WINDOWS VISTA

The Network Support Technician program stresses finding answers to problems using books, technical documents, and the Internet. A great deal of importance is given to preparing the student to stay current in the industry, as computer systems are always changing. Training is designed to provide strong troubleshooting skills using proven methods and a variety of research approaches.

The A+ and Network + Certifications have become the standards for the computer industry to verify competency. This course prepares students to become certified prior to graduation. Ventura Adult and Continuing Education Technology Development Center is certified as both VUE and Prometric testing centers, so students may take the tests on campus, and the fee for the exams is included in the program cost.



Digital Multimedia Programs

Digital Multimedia Programs



Terry Wieser, *Instructor*



Tim Oglesbee, *Studio Production Technician*



DIGITAL MULTIMEDIA PROGRAMS

DIGITAL MULTIMEDIA TECHNICIAN

28 WEEKS

ELEMENTS:

- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- DVD Studio Pro
- Final Cut Pro
- Zettl's Video Basics
- Video Camera, Audio & Lighting
- Advanced Editing Skills

EMPLOYMENT OPPORTUNITIES:

- Audio-visual Technician
- Audio Engineer
- Commercial Artist
- Desktop Video Editor
- Graphic Designer
- Illustrator
- Music Video Editor
- Post Production Technician
- Video Editor
- Web Page Designer

COURSE INFORMATION:

Multimedia is the convergence of all media, where computer graphics, the Web, audio, interactivity, and video come together to sell a product, idea, or point of view.

As a Digital Multimedia student, you will experience firsthand the hardware and software applications that allow you to:

- Create, scan, or download from digital camera, photographs, or graphic images which can be manipulated for output to print, web, or videotape.
- Author interactive presentations and master to CD or DVD disk.
- Learn to create and upload Web sites containing images as well as compressed video and audio.
- Edit audio sessions for voiceovers and learn to create copyright-free music to score your own presentation.
- Digitize, edit, and master to videotape using the Final Cut Pro editing suite.

Through instructor-led demonstrations, videotapes, and step-by-step textbooks, the Digital Multimedia Technician program offers a challenge to those looking to create an exciting new direction in their careers.

Our classroom and studio facilities specialize in the materials and knowledge required to gain a job in the multimedia profession. Computer experience is not necessary. Use your current abilities, or learn the basics from A to Z.



STUDIO PRODUCTION TECHNICIAN

38 WEEKS

ELEMENTS:

- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Final Cut Pro
- DVD Studio Pro
- Zettl's Video Basics
- Video Camera, Audio & Lighting
- Advanced Editing Skills TriCaster

EMPLOYMENT OPPORTUNITIES:

- Audio Engineer
- Audio-visual Technician
- Camera Operator
- Commercial Artist
- Graphic Designer
- Illustrator
- Post Production Technician
- Production Assistant
- Video Editor
- Videographer
- Web Page Designer

COURSE INFORMATION:

The Technology Development Center Studios (TDCstudios) soundstage features a custom-designed production studio for student-based productions. Utilizing various software applications, video is treated like computer graphics and compressed for playback on the internet, CD-ROM/DVD, or mastered to videotape. Many of our student-produced videos have been shown on The History Channel, AirAmerica television series, Mike Hammer detective show, and local cable stations.

The Digital Multimedia Program's step-by-step, competency-based program will speed you along to acquiring the skills that will help you gain employment in the rapidly developing field of Digital Multimedia.

- Learn to light and shoot video using 3 CCD DV cameras.
- Digitize videotape with your assigned Final Cut Pro nonlinear video editing system and master to tape as part of your student demo reel portfolio.
- Use a mixing console to record audio for voiceovers or soundtracks.
- Function as a director or producer on the various shows that are produced for local television in our fully equipped production facility as well as on location.



Medical Programs

Medical Programs



Jo Wilmoth, *Instructor*



Deborah Resler, *Instructor*



John Loest, *Instructor*



Sandy Gereau, *Lab Assistant*

MEDICAL PROGRAMS

BACK OFFICE MEDICAL ASSISTANT

19 WEEKS

ELEMENTS:

- Anatomy & Physiology
- Computer Operating System Fundamentals
- HIPAA/Electronic Medical Records Lab
- Keyboarding 1
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR & SFA
- Medical Assistant Theory/Law & Ethics
- Medical Filing Fundamentals
- Medical Terminology
- Pharmacology 1
- Pharmacology 2
- Venipuncture & Skin Puncture Fundamentals
- Word Processing 1

SOFTWARE: A.D.A.M.[®] The Inside Story,
Microsoft Windows, Microsoft Word,
South-Western Keyboarding Pro
Multimedia

OPTIONAL COURSE ENHANCEMENTS:

Interactive Anatomy Lab
Internet Basics

EMPLOYMENT OPPORTUNITIES:

- Back Office Medical Assistant
- Chiropractic Assistant
- Optometric Assistant
- Veterinary Assistant

COURSE INFORMATION:

The Back Office Medical Assistant curriculum is taught through the use of hands-on skill demonstrations and practice, video presentations, books, and software tutorials. Students also learn the importance of good customer relations skills.

Training on medical assistant theory and skills begins early in the curriculum to ensure that the student has adequate time to practice. Students learn about the different types of medical practices, the medical assistant's ethical and legal responsibilities, and medical abbreviations and terms. The anatomy and physiology course presents the fundamental body structures and functions. The course begins with anatomical positions and progresses through each of the ten systems of the body.

The pharmacology course presents the essentials of drug calculation and how the different medications affect the human body.

In Venipuncture and Skin Puncture, the student is introduced to the theory and skills required to obtain a blood specimen in the doctor's office. This course is designed to meet the venipuncture and skin puncture requirement for medical assistants under the California Code of Regulations. After successful completion of this course, a venipuncture and skin puncture certificate is awarded. This certificate enables students to draw blood in a physician's office setting.



Note: Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in the Medical Assistant program.

FRONT/BACK OFFICE MEDICAL ASSISTANT

32 WEEKS

ELEMENTS:

- Anatomy & Physiology
- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics
- Computers in the Medical Office/EMR
- Electronic Calculator Fundamentals
- Electronic Medical Records (EMR)
- EMR Lab
- Health Care Communications Skills
- Keyboarding 1
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR & SFA
- Medical Assistant Theory/Law & Ethics
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Pharmacology 2
- Venipuncture & Skin Puncture Fundamentals
- Word Processing 1

SOFTWARE: A.D.A.M.[®] The Inside Story,
Microsoft Windows, Microsoft Word,
Microsoft Excel, Medisoft

EMPLOYMENT OPPORTUNITIES:

- Front & Back Office Medical Assistant
- Administrative Assistant
- Chiropractic Assistant
- Hospital Admitting Clerk
- Medical Assistant
- Medical Billing Clerk
- Medical Receptionist
- Medical Records Clerk
- Office Manager
- Optometric Assistant

COURSE INFORMATION:

The medical assistant profession is one of the fifty fastest growing occupations in the state. Employment of medical assistants is expected to grow almost twice as fast as the average for all occupations because of anticipated expansion of the health services industry.

Students receive hands-on experience in medical record keeping and medical insurance billing. Topics include learning to schedule appointments, taking care of patients' needs in person or on the telephone, receiving payments, keeping medical and billing records, completing insurance forms, entering financial transactions into bookkeeping ledgers, and preparing and mailing monthly statements to patients. Students also learn the importance of good customer relations skills.

The back office curriculum is taught through the use of hands-on skill demonstrations and practice, video presentations, books, and software tutorials. Students practice skills related to all aspects of back office medical administration and learn about the different types of medical practices, the medical assistant's ethical and legal responsibilities, and medical abbreviations and terms.

The anatomy and physiology section begins with anatomical positions and progresses through each of the ten systems of the body. CD-ROM software and filmstrips are available for student use in this area.

In Venipuncture and Skin Puncture, the student is introduced to the theory and skills required to obtain a blood specimen in the doctor's office. This course is designed to meet the venipuncture and skin puncture requirement for medical assistants under the California Code of Regulations. After successful completion of this course, a venipuncture and skin puncture certificate is awarded. This certification enables students to draw blood in a physician's office setting.

Notes: Students who have a high school diploma or GED and complete the program listed above are eligible to take the RMA[®] Certification Exam. This is a national exam for Medical Assistants. Fees for the exam are not included with the fee for the training program.

Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in the Medical Assistant program.

RMA[®] is a Registered Service mark of the American Medical Technologists.

MEDICAL PROGRAMS

FRONT OFFICE MEDICAL ASSISTANT

21 WEEKS

ELEMENTS:

- Business English
- Business Math Intermediate, Introduction to
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics for Medical
- Computers in the Medical Office/EMR
- Electronic Calculator Fundamentals
- Electronic Medical Records
- Keyboarding 1
- Medical Coding
- Medical Insurance Billing
- Medical Law, Ethics & Bioethics
- Medical Records Management
- Medical Terminology
- Health Care Communications Skills
- Word Processing for Medical

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- Internet Basics

EMPLOYMENT OPPORTUNITIES:

- Data Entry Clerk
- Front Office Medical Assistant
- Hospital Admitting Clerk
- Medical Billing Clerk
- Medical Receptionist
- Medical Records Clerk
- Office Manager
- Optometric Office Assistant

COURSE INFORMATION:

The medical assistant profession is one of the fifty fastest growing occupations in the state. Employment of medical assistants is expected to grow almost twice as fast as the average for all occupations because of anticipated expansion of the health services industry.

Students receive hands-on experience in medical record keeping and medical insurance billing. Topics include learning to schedule appointments, taking care of patients' needs in person or on the telephone, receiving payments, keeping medical and billing records, completing insurance forms, entering financial transactions into bookkeeping ledgers, and preparing and mailing monthly statements to patients. Students also learn the importance of good customer relations skills.

In medical insurance billing, students learn procedures for billing patients for medical supplies and services. Students are also given instruction on the steps required to complete Medicare, Workers' Compensation, Medicaid, Medicaid, Champus, and Superbill forms.

When a student begins this curriculum, a foundation is built starting with basic clerical skills. Business math, Business English, keyboarding, electronic calculator, record management, word processing and computer spreadsheets are part of the course curriculum. The above elements prepare the student to function proficiently in the medical office environment.



MEDICAL RECEPTIONIST

14 WEEKS

ELEMENTS:

- Business Math Intermediate, Introduction to
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- Electronic Medical Records
- Keyboarding 1
- Medical Insurance Billing Fundamentals
- Medical Terminology
- Health Care Communications Skills
- Health Care Communications Lab
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

EMPLOYMENT OPPORTUNITIES:

- Data Entry Clerk
- Front Office Medical Assistant
- Hospital Admitting Clerk
- Medical Receptionist
- Medical Records Clerk
- Optometric Office Assistant

COURSE INFORMATION:

The medical receptionist is an integral part of the health care team. In this program, students begin their training with medical terminology. The medical terminology course covers basic medical word roots, prefixes and suffixes, and the basic body systems.

Students work with the latest equipment, receiving hands-on experience while learning the latest software available.

Students will then learn to use the computer as a complete desktop tool by learning word processing and spreadsheet/graphics applications with an emphasis on the computer operating system. In Computers in the Medical Office course, students will work directly on the computer, scheduling appointments and processing basic insurance billing information. Students also learn the importance of good customer relations skills.

To ensure competency in clerical tasks, the student will complete keyboarding and intermediate math. Medical receptionists interact with numerous medical professionals in a variety of tasks and are a key element in the health care team.



MEDICAL PROGRAMS

PHARMACY TECHNICIAN

21 WEEKS

ELEMENTS:

- Calculations
- Computer Spreadsheet/Graphics for Medical
- Federal Law, Aseptic Techniques & Pharmacy Operations
- Health Care Communications Skills
- Keyboarding 1
- Medical Insurance Billing Fundamentals
- Medical Records Management
- Medical Terminology
- Medication Review
- Pharmacy Clinical Skills 1
- Pharmacy Clinical Skills 2
- Pharmacy Technician Theory - Assorted
- Word Processing 1

SOFTWARE: Microsoft Word, FSI Pharmacy Management System

OPTIONAL COURSE ENHANCEMENTS:

Computers in the Medical Office
Computer Spreadsheet/Graphics
Electronic Calculator
Internet Basics

EMPLOYMENT OPPORTUNITIES:

- Pharmacy Assistant
- Pharmacy Clerk
- Pharmacy Driver
- Pharmacy Technician



COURSE INFORMATION:

Pharmacy technicians work under the supervision of a pharmacist to prepare and dispense medication. They work in a hospital or other medical facility processing pharmaceutical supplies and equipment according to prescribed methods.

In this program, students begin their training with medical terminology and pharmacology to learn medical word roots, prefixes, and suffixes and the essentials of drug-dose calculation. Fractions, decimals, ratio and proportion, the metric system, and household and apothecary systems of measurements are covered, as well as how various medications affect the human body.

Keyboarding is presented to increase the students' processing of patient prescriptions. In medical insurance billing, students receive instruction on the steps required to complete Medicare, Workers' Compensation, Medi-Cal, Medicaid, Champus, and Superbill forms.

Pharmacy theory studies the background theory relevant to working in the pharmacy setting. Pharmacy law, the medication order, prescription interpretation, pharmaceutical calculations, drug preparation, and drug classifications are covered in course modules.

The Pharmacy Clinical Skills courses allow students to practice some of the hands-on skills of the pharmacy technician. Pharmacy abbreviations and trade and generic names are emphasized in the skills course. Students learn the steps to assist the pharmacist with preparing and dispensing medication by mixing pharmaceutical preparations, filling bottles with prescribed tablets and capsules, and by preparing prescription labels.

Students also learn the importance of good customer relations skills. As part of the program, the student may perform an externship in either a retail or hospital establishment for enhanced job readiness.

In addition, this program prepares the student for the Pharmacy Technician Certification (PTCB) exam.

Note: To work as a Pharmacy Technician, students must obtain a state license prior to seeking employment in the field. The state legal requirements for eligibility to register as a Pharmacy Technician include a high school diploma or GED. As part of the process, fingerprints are submitted to government agencies in order to pass a background check. Fees for photos, fingerprints, and registration are not included with the fee for the training program.

PHLEBOTOMIST

9 WEEKS

ELEMENTS:

- Basic Phlebotomy
- Classroom Lab
- Advanced Didactic Phlebotomy Instruction

SOFTWARE: A CD-ROM accompanies the phlebotomy textbook.

EMPLOYMENT OPPORTUNITIES:

- Certified Phlebotomy Technician 1 in a clinical lab setting.

COURSE INFORMATION:

Basic Phlebotomy

This class provides the basic 20 hours of beginning didactic training in phlebotomy required by the California Department of Health Services. Also included are additional hours of classroom lab time. Externships are available for students planning to apply for state CPT1 certification and who meet both the school and clinical requirements. Some externship sites require verification of immunizations in accordance with the policies of the clinical lab site. Class components include: Infection control, basic anatomy, medical terminology, patient identification, proper vein selection and skin puncture selection, collection equipment, post puncture care, and waste disposal.

Students practice on each other or can bring a volunteer (over 18 years old) for the classroom lab. Dates and times will be announced in class. **Attendance to all classes in the session is required.**

Prerequisite for enrollment: Proof of a high school diploma or GED is required and students must be 18 years of age or older to enroll in the class. (This is also a requirement for state certification.) Proof of required immunizations is needed upon enrollment.

Note: To work as a Phlebotomist, students must obtain a state CPT1 certificate prior to seeking employment in the field. The state legal requirements for eligibility for certification include proof of a high school diploma or GED, and students must be 18 years of age or older.

COURSE INFORMATION (CONT'D):

Advanced Didactic Phlebotomy Instruction

This class has been approved by the California Department of Health Services to provide a minimum of 20 hours of advanced didactic (theory) classroom instruction. After successful completion of basic phlebotomy, advanced phlebotomy, and the externship, the student is eligible to take the state and nationally recognized exam for Certified Phlebotomy Technician 1 (CPT1). **Attendance to all classes in the session is required.**

Class components include: Advanced infectious disease control and biohazards, anticoagulation theory, knowledge of pre-analytical sources of error, anatomical site selection and patient preparation, risk factors and appropriate responses to complications, recognizing problems and taking corrective actions with specimen processing and transport, communication skills, ethics and legal issues, and quality assurance for accurate and reliable results.

Independent study lab sessions are available for students who wish to prepare for the State Exam after completing the basics and advanced courses and the externship.

Practical Externship to be arranged

Prerequisites: Phlebotomists with previous basic theory, education and experience will need to bring in written documentation of having 1,040 or more hours of on-the-job training in phlebotomy. All students, including those who have completed a 20-hour state approved basic class after April 9, 2003, must bring documentation at the first class meeting showing a minimum of 50 venipunctures and 10 skin punctures on real patients of varying ages, weights and health status. Verification must be on employer or externship site letterhead. Specifications are listed in Title 17 of the California Code of Regulations.



PHYSICAL THERAPY AIDE

21 WEEKS

ELEMENTS:

- Anatomy & Physiology
- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics for Medical
- Computers in the Medical Office/EMR
- Electronic Medical Records/EMR
- Keyboarding 1
- Medical Insurance Billing Fundamentals
- Medical Records Management
- Medical Terminology
- Physical Therapy Aide Skills
- Physical Therapy Aide Theory
- Word Processing 1

SOFTWARE: A.D.A.M.[®] The Inside Story, Microsoft Excel, Microsoft Word, Medisoft

OPTIONAL COURSE ENHANCEMENTS:

Interactive Anatomy Lab
Internet Basics
Math Intermediate

EMPLOYMENT OPPORTUNITIES:

- Chiropractic Assistant
- Health Care Coordinator
- Medical Receptionist
- Physical Therapy Aide
- Unit Clerk

COURSE INFORMATION:

Physical therapy aides work directly with patients under the supervision of a physical therapist. They provide routine treatments, assist with supportive devices, and may also keep inventory records of supplies and equipment.

To ensure competency in the clerical tasks, the physical therapy aide program presents courses in keyboarding, business English, electronic calculator, and record management.

In medical insurance billing, students learn procedures for completing Medicare, Workers' Compensation, Medi-Cal, Medicaid, Champus, and Superbill forms.

The medical terminology course covers basic medical word roots, prefixes, and suffixes. The anatomy and physiology course presents the fundamental body structures and functions. The course begins with anatomical positions and progresses through each of the ten systems of the body.

The physical therapy aide courses teach the background theory relevant to working in the physical therapy setting. Observation, reporting and charting, preparation for patient care, transfer techniques, therapeutic exercises, physical therapy agents and modalities, range of motion exercises and specialized therapies are taught in the course modules.



During the physical therapy aide skill section, the student practices the skills required of the physical therapy aide in a realistic setting. Students learn the basic skills required for scheduling an appointment and completing a medical record. Vital signs, body mechanics, and wheelchair transfer techniques are also covered.

Accounting Programs

Accounting Programs



Karl Akkerman, *Instructor*

Little minds are tamed and
subdued by misfortune;
but great minds rise
above them.

— Washington Irving

ACCOUNTING PROGRAMS

ACCOUNTING CLERK

18 WEEKS

ELEMENTS:

- Accounting 1
- Accounting 2
- Accounts Payable/Receivable
- Business English
- Business Math
- Computer Business Forms
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Record Management
- Word Processing Fundamentals

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel

OPTIONAL COURSE ENHANCEMENTS:

- Computerized Accounting Simulation
- Internet Basics
- Payroll Accounting

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Billing Clerk
- Hotel Clerk
- Record Clerk



COURSE INFORMATION:

Record keeping is one of the most important functions of any office, and accurate fiscal records are probably the most critical of all in maintaining a successful business. Accurate and responsible accounting clerks are always in demand. The accounting clerk occupation is found in every industry and is one of the top fifty occupations in California with the largest growth.

Accounting clerks perform such tasks as keeping checking account records, posting ledgers, maintaining stock and inventory control, collections, issuing checks against purchase orders and merchandise received, preparing invoices and bills for payment, processing and filing invoices, checking invoices, bills, etc., for accuracy. Clerks may enter, verify, and recall a variety of information on a computer from various source documents.

The accounting clerk program prepares students to understand and use office technology in order to produce accurate information quickly. Students work with the latest software in a business-like setting, receiving hands-on experience with electronic calculators and computers.

Accounting courses provide instruction in calculating, posting, and verifying financial data and business transactions. Students prepare vouchers, invoices, financial statements, reports, and other documents while learning to use computer spreadsheets and document management. Keyboarding, business English, and business math provide the foundation skills for success.

The Microsoft Windows course provides an introduction to managing computers and organizing files on disks using the Windows operating systems.

COMPUTERIZED FINANCIAL ACCOUNTING

26 WEEKS

ELEMENTS:

- Accounting 1
- Accounting 2
- Accounting 3
- Accounts Payable/Receivable
- Business English
- Business Math Applications
- Automated Accounting
- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- QuickBooks Pro
- Word Processing Fundamentals

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

OPTIONAL COURSE ENHANCEMENTS:

- Computer Database Enhancements
- Internet Basics

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Data Entry Clerk
- Desk Order Clerk
- Full-Charge Bookkeeper
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk

COURSE INFORMATION:

The backbone of any corporate business office is the budgeting and accounting department. The computer brings the key elements of speed and accuracy together.

Computerized accounting students learn accounting theory, proper keyboarding/electronic calculator techniques, and payroll procedures. Spreadsheet, database, and word-processing concepts are incorporated in the computer accounting curriculum along with the computer operating system.

Each student completes several business simulations covering general ledgers, accounts receivable, accounts payable, and payroll. At the end of the simulations, the student will have completed the entire accounting cycle on the computer, including creating a chart of accounts, analyzing and entering journal transactions, preparing adjusting entries, and preparing a trial balance. Students will prepare an income statement, balance sheet, and owner's equity statement. The latest software also offers integration with other applications by importing spreadsheets and word documents via copy and paste capabilities.

Students may prepare to take the Microsoft Excel MOS Certification Exam.



ACCOUNTING PROGRAMS

COMPUTERIZED FINANCIAL ACCOUNTING (FAST TRACK)

16 WEEKS

PREREQUISITES: Math test, proficiency in keyboarding

ELEMENTS:

- Accounting 1
- Accounting 2
- Automated Accounting
- Business Math Applications
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Fundamentals
- Electronic Calculator
- Keyboarding Review
- QuickBooks Pro
- Word Processing Fundamentals

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, QuickBooks Pro, Automated Accounting

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 3
- Computer Database
- Internet Fundamentals
- Payroll Accounting

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Data Entry Clerk
- Desk Order Clerk
- Full-Charge Bookkeeper
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk

COURSE INFORMATION:

This Fast Track course is designed for the student who is proficient with keyboarding and can demonstrate basic math skills.

Fast Track computerized financial accounting students will learn accounting theory, electronic calculator techniques, spreadsheets, QuickBooks, and word processing concepts.

Each student completes two business simulations covering general ledgers, accounts receivable, accounts payable, and payroll. At the end of the simulations, the student will have completed the entire accounting cycle on the computer, including creating a chart of accounts, analyzing and entering journal transactions, preparing adjusting entries, and creating a trial balance. Students will prepare an income statement, balance sheet, and owner's equity statement. The latest software also offers integration with other applications by importing spreadsheets and word documents via copy and paste capabilities.

Students may prepare to take the Microsoft Excel MOS Certification Exam.



DATA ENTRY/INVENTORY TECHNICIAN

19 WEEKS

ELEMENTS:

- Business Math Intermediate
- Computer Business Forms
- Computer Database
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computerized Inventory
- Data Entry 1
- Data Entry 2
- Electronic Calculator
- Internet 1
- Keyboarding 1
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Data Entry Activities for Microcomputers, Internet Explorer.

OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2
Speed and Accuracy
Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Clerk Typist
- Customer Service Representative
- Data Entry Clerk
- Desk Order Clerk
- General Office Clerk
- Hospital Admitting Clerk
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk

COURSE INFORMATION:

The Data Entry/Inventory Technician curriculum is designed for people with little or no prior experience on the computer. It is for people who are interested in learning what computers can do and how to operate and access various software applications, including data entry, with a focus on inventory control techniques.

Subjects covered include computer operating systems, keyboarding, electronic calculator, data entry, word processing, and computer spreadsheets. A special module covering computer inventory teaches students to maintain records of the value and quantity of materials, equipment, merchandise and supplies.

Upon completion of the required courses, the student will be proficient in gathering and entering data, specifying procedures, and interpreting output received from the computer during processing to ensure reliable data entry.



PAYROLL TECHNICIAN

16 WEEKS

ELEMENTS:

- Accounting 1
- Accounting 2
- Automated Accounting
- Business Math Intermediate
- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding Review
- Payroll Accounting
- QuickBooks Pro
- Word Processing Fundamentals

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

OPTIONAL COURSE ENHANCEMENTS:

Business English
Computer Business Forms
Computer Spreadsheet/Graphics 2
Speed/Accuracy

EMPLOYMENT OPPORTUNITIES:

- Payroll Clerk/Specialist
- Billing Clerk
- Data Entry Clerk
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- General Clerical

COURSE INFORMATION:

Virtually every company that hires employees must have a payroll department. Each student will learn the principles of payroll, from time card editing to preparing weekly, monthly, or semimonthly payrolls on a computerized accounting system.

The Payroll Technician compiles employee payroll data, enters data, reconciles errors, keeps records of employee leave and sick time, calculates withholdings, and may prepare and issue payroll checks. This position may interact with employees, their supervisors, and the accounting department as well as management in any size company.

This program is designed to teach the accounting background, theory, and computer applications most associated with payroll duties in a business or accounting firm environment to a student who has little or no computer knowledge.

Subjects covered include business math, electronic calculator, accounting, QuickBooks Pro, computer payroll accounting, computer operating system, word processing, keyboarding, and accounting simulation.

Upon completion of the program, a student will have the competencies to secure employment in a variety of positions including payroll clerk, accounting clerk, data entry and general clerical. The student will be able to understand primary business accounting functions, use a computer to enter and compile data, and calculate accurate payroll.



Business Programs

Business Programs



Claudia Young, *Instructor*

When I was young I observed that nine out of every ten things I did were failures, so I did ten times the work.

—George Bernard Shaw



BUSINESS PROGRAMS

ADMINISTRATIVE ASSISTANT

18 WEEKS

ELEMENTS:

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

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

OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2
Outlook/Internet
Shorthand

EMPLOYMENT OPPORTUNITIES:

- Word Processor
- Office Assistant
- Personnel Clerk
- Receptionist
- Typist Clerk
- Administrative Assistant

COURSE INFORMATION:

Offices could not run effectively without administrative assistants; they are the backbone of the business world. Although office technology is certain to continue, many job duties are not easily automated. Job duties such as working with clients, planning conferences, making travel arrangements, and transmitting staff instructions require tact and good communication skills. The most valuable asset of successful assistants is discretion, since they will undoubtedly deal with confidential matters.

This successful program begins by building a solid foundation with essential office skills.

Students will learn to use the computer as an indispensable desktop tool by learning word processing and spreadsheet design with the latest office technology. Using the multiple functions of Word, the student will complete the transcription course, gaining the skills necessary to transcribe from recordings, while developing an awareness of career opportunities in word processing.

This training is culminated by the completion of an administrative assistant simulation. This is used as reinforcement for previously learned skills, while providing experience completing realistic clerical assignments.

Students may prepare for the Microsoft Word MOS certification exam upon the completion of this curriculum.



BUSINESS ADMINISTRATION

25 WEEKS

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
- QuickBooksPro
- Word Processing 1
- Word Processing 2

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

OPTIONAL COURSE ENHANCEMENTS:

Automated Accounting Simulation
E-Commerce
Internet
Presentation Graphics

EMPLOYMENT OPPORTUNITIES:

- Department Supervisor
- Management Trainer
- Office Manager
- Report Specialist
- Sales Secretary/Assistant

COURSE INFORMATION:

Opportunities for administrators and business office managers are extremely varied. These career areas develop overall plans, set goals, and meet deadlines. This curriculum is designed to give graduates a competitive edge in today's job market.

The Business Administration curriculum specifically provides students with complete coverage of accounting principles and theory, combining financial accounting, management, communications, and Microsoft computer applications.

Professionals and managers are finding it necessary to do their own word processing tasks rather than submit the work to secretaries. This is why it is imperative to familiarize each business administration student with as many software packages as possible.

Students may prepare to take the Microsoft Word and Excel MOS certification exams.



BUSINESS PROGRAMS

BUSINESS ADMINISTRATION AND MANAGEMENT

34 WEEKS

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
- QuickBooksPro
- Word Processing 1
- Word Processing 2

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

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Accounting 3

EMPLOYMENT OPPORTUNITIES:

- Administrative Service Manager
- Department Supervisor
- Hotel Manager and Assistant
- Management Trainer
- Office Manager
- Purchasers and Buyers
- Sales Secretary/Assistant

COURSE INFORMATION:

This premium course offers the most requested selections from our business and accounting programs in a single curriculum. The components of this course prepare individuals for the demanding profession of business management, whether or not they have previous managerial experience. Opportunities for administrators and managers vary widely by company and occupation. This comprehensive curriculum provides the essential management and administrative competencies necessary to get a competitive edge in the job market. Students begin at the ground level and utilize ample reinforcement exercises to ensure mastery of every skill taught.

The instructors who teach this curriculum have 40 years of combined education and work experience in the Business/Accounting fields. We offer on-going professional support and individualized instruction.

Professionals and managers find it necessary to use such software as Microsoft Word, Excel, and Access to perform their job duties effectively. This is why it is imperative to understand how to use each software package to enhance productivity, organizational skills, and perform managerial tasks accurately.

Students may prepare to take the Microsoft Word and Excel MOS certification exams.



BUSINESS MANAGER - WORLD WIDE WEB

26 WEEKS

ELEMENTS:

- Accounting 1
- Business English (homework)
- Business Math Intermediate
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Desktop Publishing 2 Basics
- E-Commerce
- Electronic Calculator Fundamentals
- HTML/XHTML/CSS Fundamentals
- Internet
- Keyboarding 1
- Presentation Graphics
- Office Procedures 1 - Elements of Supervision
- Office Procedures 2 - Communication Skills
- QuickBooks Pro
- Web Page Design Fundamentals
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Explorer, QuickBooks Pro, Dreamweaver, Photoshop

OPTIONAL COURSE ENHANCEMENTS:

- Computer Spreadsheet/Graphics 2
- Web Page Design 1
- Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Account Clerk
- Administrative Assistant
- Billing Clerk
- Bookkeeper Assistant
- Department Supervisor
- General Office Clerk
- Sales Assistant
- Small Business Office Manager

COURSE INFORMATION:

The keys to addressing today's competitive and fast-changing labor market are versatility coupled with currently effective business computer skills. The Web Business Manager course directly addresses these skills by offering a basic foundation in accounting, supervision, and a suite of the most popular business applications. This presents the opportunity to successfully learn word processing, spreadsheet applications, database functions, bookkeeping and Web page creation. All of these skills are necessary to work competently and professionally in a variety of business settings.

The majority of jobs in California are reportedly arising from small business start-ups where a few employees now handle the work of many. Basic office skills, including an overview of business English and math, will augment the accounting training to make students true multi-tasking specialists.

The recreational, research, and business uses of the Internet and World Wide Web are exploding, especially among small and medium sized firms. An applicant with the skills to create and maintain a basic Web page for their employer will certainly have a firm edge over the competition and may in fact be able to offer a whole new outlet for business exposure.

Students may prepare to take the Microsoft Word MOS certification exam.



CUSTOMER SERVICE REPRESENTATIVE/COLLECTIONS

19 WEEKS

ELEMENTS:

- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math Intermediate
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1
- Office Procedures 1 - Customer Service
- Office Procedures 2 - Integrated Simulation
- Keyboarding 3 - Speed and Accuracy
- Word Processing 1
- Word Processing 2 Intermediate

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Computer Record Keeping

EMPLOYMENT OPPORTUNITIES:

- Billing and Account Collector
- Claims Representative
- Credit Clerk
- Customer Service Clerk
- Data Entry Operator
- Inside Sales Representative
- Insurance Claims Representative
- Interview and New Account Clerk
- Order Clerk
- Service Representative
- Call Center Representative

COURSE INFORMATION:

Customer service representatives work hand in hand with billing technicians and accounting clerks. They work closely with customers and spend a great deal of time communicating in person, on the telephone, and in documenting. They must also have strong management and math skills, as they must keep a record of collections and know the status of accounts.

The success of this program is in building a solid foundation based on necessary and professional office skills including keyboarding, business English, record management, math, and electronic calculator.

After becoming familiar with the computer's operating system, students will learn to use the computer as a complete desktop tool, learning popular business applications to provide expertise in word processing and spreadsheet design.

Business law presents a basic overview of the concepts and terminology essential to understanding legal issues in a business management environment. This training is culminated by completing a clerical/accounting simulation, which is used as reinforcement for previously learned skills while providing experience in working with realistic clerical assignments.

Automated office equipment provides information faster and in larger quantities than ever before possible. Office professionals who understand new technologies are always in demand.

Students may prepare to take the Microsoft Word MOS certification exam.

HUMAN RESOURCE MANAGEMENT**21 WEEKS****ELEMENTS:**

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

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access

OPTIONAL COURSE ENHANCEMENTS:

Accounting 2
 Computer Spreadsheet/Graphics 2
 Internet

EMPLOYMENT OPPORTUNITIES:

- Employee Claims Clerk
- Health Safety Assistant
- Human Resource Assistant
- Managerial Support Assistant
- Personnel Clerk
- Rewriter
- Secretarial positions

COURSE INFORMATION:

Human resource managers should be able to communicate and write effectively and work with (or supervise) people at all levels of education and experience, as part of a team. The ability to function under pressure is essential. Integrity, fair-mindedness, and a persuasive, congenial personality are important qualities.

The success of this program is in building a solid foundation based on important office procedures and business skills.

Students use Microsoft Office applications to develop competencies in business productivity by learning to use the computer as a complete desktop tool.

The business law course presents a basic overview of the concepts and terminology essential to understanding legal issues in a business management environment. Communication skills and elements of supervision offer practical advice on handling real-life on-the-job situations. Students who complete the course will possess the necessary skills for starting an entry-level career in the personnel field.

Students may prepare to take the Microsoft Word MOS certification exam.

BUSINESS PROGRAMS

LEGAL SECRETARY

23 WEEKS

ELEMENTS:

- Business English
- Business Law Fundamentals
- Computer Database
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics
- Electronic Calculator Fundamentals
- Fundamentals of Accounting 1
- Keyboarding 1
- Keyboarding 3 - Speed and Accuracy
- Office Procedures 1 - Legal Studies
- Office Procedures 2 - Legal Office Projects
- Presentation Graphics
- QuickBooksPro
- Word Processing 1
- Word Processing 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, WordPerfect

OPTIONAL COURSE ENHANCEMENTS:

E-Commerce
Internet Fundamentals
Shorthand

EMPLOYMENT OPPORTUNITIES:

- Legal Clerk
- Legal Receptionist
- Legal Secretary

COURSE INFORMATION:

The Legal Secretary program emphasizes the general areas of law, followed by the most common specific areas such as criminal, business, and civil law. Legal terminology is introduced gradually into the program so the student is able to assimilate the legal verbiage over the entire course.

A legal secretary will develop computer literacy while learning computer office applications, which include Microsoft Word, Excel, Access, PowerPoint, and WordPerfect. The student will be able to prepare correspondence and legal papers under the supervision of an attorney, including summonses, complaints, motions, responses, and subpoenas. They may also review legal journals and assist in other ways with legal research, such as verifying quotes and citations in legal briefs.

This curriculum is designed to provide knowledge of the legal procedures, terminology, and skills necessary to enable the graduate to secure employment as a legal secretary in today's stimulating legal environment.

Students may prepare to take the Microsoft Word MOS certification exam.



MICROSOFT OFFICE BASICS

10 WEEKS

ELEMENTS:

- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Keyboarding 1
- Presentation Graphics
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access

OPTIONAL COURSE ENHANCEMENTS:

- Computer Applications 1
- Computer Spreadsheet/Graphics 2
- Internet Basics
- Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Claims Assistant
- Data Entry Clerk
- General Office Clerk
- Hotel Clerk
- Insurance Clerk
- Service Clerk

COURSE INFORMATION:

The key to successful job hunting is being competitive with the skills needed in today's workforce. The Microsoft Office Basics curriculum is designed to introduce computer skills to novice computer users and enhance the skills of re-entry workers.

After becoming familiar with the computer's operating system, students will learn to use the computer as a complete desktop tool with a suite of the more popular business applications to provide expertise in word processing, spreadsheet design, and database functions.



Computer Applications and Graphics Programs

Computer Applications and Graphics Programs



Kathy Yeomans, *Instructor*

Small opportunities are
often the beginning of
great enterprises.

—Demosthenes

COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

COMPUTERIZED MARKETING SUPPORT TECHNICIAN

26 WEEKS

ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Database 1
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2
- Desktop Publishing Applications
- HTML/XHTML/CSS Fundamentals
- Internet Fundamentals
- Keyboarding 1
- Marketing/Sales Project Design
- Office Graphics 1 Fundamentals
- Presentation Graphics
- Word Processing 1
- Word Processing 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Explorer, InDesign, Illustrator, Photoshop

OPTIONAL COURSE ENHANCEMENTS:

Communications Skills
Desktop Publishing Applications

EMPLOYMENT OPPORTUNITIES:

- Customer Service Support
- Marketing Assistant
- Marketing Coordinator
- Marketing Design Assistant
- Office Assistant/Sales Support
- Sales Assistant
- Sales Coordinator
- Sales Support

COURSE INFORMATION:

This course concentrates on the software and skills required for using computers effectively in the marketing and sales fields.

Students learn to create mass mailings from databases, to use software tools for data collection and analysis, to create flyers and simple brochures, and to use good proofreading skills so that products are shown in the best light.

Students in this course will prepare for the newest technologies available in the marketplace. These skills are in demand as companies increasingly turn to technology to organize the process of selling and marketing goods and services. They will see how to apply office software to perform specific marketing and sales-related office activities.

The graduate will be a versatile, valuable employee for today's competitive businesses.

The student will be given the opportunity to prepare for the Microsoft MOS PowerPoint certification exam.



Ad designed by Ricky Guzman Morales
Web Business Graphics/Desktop Publishing student

COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

COMPUTERIZED OFFICE PROFESSIONAL

16 WEEKS

ELEMENTS:

- Computer Applications Projects 1
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2
- Internet Fundamentals
- Keyboarding 1
- Presentation Graphics
- Word Processing 1
- Word Processing 2

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint

OPTIONAL COURSE ENHANCEMENTS:

Computer Applications Projects 2
Computer Spreadsheet/Graphics 2
Internet Fundamentals

EMPLOYMENT OPPORTUNITIES:

- Clerical Assistant
- General Office
- Office Assistant
- Office Manager Assistant
- Receptionist
- Sales Support
- Secretarial Assistant

COURSE INFORMATION:

In the Computerized Office Professional program, emphasis is placed on learning various computer business applications. Students are presented with a wide variety of the activities used in most offices and are given projects that will assist them in mastering those activities.

Students learn to use the Microsoft Office suite of software programs to perform common business tasks. Students will create letters, memos, and layouts for newsletters and brochures as well as learn to design forms. They will also learn to enter data into a spreadsheet and perform calculations. They will be able to create tables and charts for presenting business projections. This course prepares the student to collect and manage information using the power of a database. Students will also see how to create interesting slide shows and other business or marketing presentations.

Students will learn to simplify complicated tasks by using computer shortcuts and macros.

Logo designed by Chris Charney
for Ventura Chamber logo contest



COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

GRAPHIC DESIGN (FAST TRACK)

16 WEEKS

PREREQUISITES: Windows, keyboarding, and word processing familiarity

ELEMENTS:

- Desktop Publishing 1
- Desktop Publishing 2
- HTML/XHTML/CSS Basics
- Office Graphics 1
- Web Page Design 1
- Web Project Applications Fundamentals

SOFTWARE: Illustrator, InDesign, Photoshop, Dreamweaver

COURSE INFORMATION:

This Fast Track course takes the experienced computer user into the field of graphics, teaching the skills needed to create graphics and to integrate them into both publications and Web page designs.

Students learn to create well-designed layouts using dynamic graphics and informative text. The course emphasizes not only computers, but the use of good design as well. Students are encouraged to prepare individual projects that can be added to their professional portfolios.

Since the fields of Web page design and desktop publishing both require business graphics as well as text, students learn on the state-of-the-art software used by businesses and Web professionals.

OPTIONAL COURSE ENHANCEMENTS:

Business English
Computer Spreadsheet/Graphics 1 & 2
Presentation Graphics
Word Processing 1 & 2

EMPLOYMENT OPPORTUNITIES:

- Assistant Web Designer
- Graphic Artist Assistant
- Graphic Designer Assistant
- Graphic Production Assistant
- Graphics Assistant
- Jr. Level Graphic Designer
- Marketing Assistant
- Web Graphics Designer



Catalog Cover Project by Technology High School student Jesse Hester

COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

GRAPHIC DESIGNER FOR WEB

20 WEEKS

ELEMENTS:

- Computer Operating System Fundamentals
- Desktop Publishing 2
- Elements of Design
- HTML/XHTML/CSS
- Internet Fundamentals
- Keyboarding 1
- Office Graphics 1
- Presentation Graphics Fundamentals
- Web Page Design 1
- Web Project Applications Fundamentals
- Word Processing 1

SOFTWARE: Illustrator, Internet Explorer, Microsoft Windows, Microsoft Word, Microsoft PowerPoint, Dreamweaver, Photoshop

OPTIONAL COURSE ENHANCEMENTS:

Business English
Computer Spreadsheet/Graphics
Flash Fundamentals
Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Assistant Web Designer
- Graphic Artist Assistant
- Graphic Designer Assistant
- Graphic Production Assistant
- Graphics Assistant
- Jr. Level Graphic Designer
- Marketing Assistant
- Web Graphics Designer

COURSE INFORMATION:

This course concentrates on the software and skills required for entry-level positions in the Web design field. Students learn to create well-designed layouts using dynamic graphics and informative text. The course emphasizes not only computers, but the use of good design elements as well. Students will create individual projects to add to their portfolios.

The need for Web designers is on the rise. The Web site address is as common to businesses today as a telephone number or a business card, and the need for Web sites will not slow down in the foreseeable future. The role of Web designer is a vital link to successful Web sites.

The basic Web page building blocks include Illustrator and Photoshop graphics as well as pages designed in a variety of Web editors, including basic HTML coding and Dreamweaver. Students learn to use Photoshop's advanced features to optimize graphics for the Web and create animations that enliven a Web site and make it visually interesting.



Web site designed by Wyndra Roche
Web Page Design

COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

WEB BUSINESS GRAPHICS/DESKTOP PUBLISHING

30 WEEKS

ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Desktop Publishing 1
- Desktop Publishing 2
- Elements of Design
- HTML/XHTML/CSS
- Internet Fundamentals
- Keyboarding 1
- Office Graphics 1
- Presentation Graphics
- Print Production Concepts/Print Portfolio
- Web Page Design 1
- Web Project Applications
- Word Processing 1

SOFTWARE: Microsoft Windows, Internet Explorer, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Illustrator, InDesign, Photoshop, Dreamweaver

OPTIONAL COURSE ENHANCEMENTS:

- E-Commerce Fundamentals
- Flash Fundamentals
- Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Assistant Web Designer
- Graphic Artist Assistant
- Graphic Designer Assistant
- Graphic Production Assistant
- Graphics Assistant
- Jr. Level Graphic Designer
- Marketing Assistant
- Web Graphics Designer

COURSE INFORMATION:

This comprehensive course presents the software and skills required for entry-level positions in the Web design and print fields. Students learn to create well-designed layouts using dynamic graphics and informative text. The course emphasizes not only computers, but the use of good design elements and accuracy in grammar and spelling as well. Students create individual projects to add to their portfolios.

Since the fields of Web design and desktop publishing both require business graphics, students learn to customize graphics appropriately for both media.

The well-rounded designer in today's job market needs skills that allow flexible transition from print to Web. As the printing and Web industries become more closely interrelated, graphic designers are no longer limited to a single field. Desktop publishers now need to understand the Web business, and Web designers require knowledge of the printing industry.



Logo designed by Chris Charney
Computer Applications/Graphics

PROGRAM FEES

	Weeks	Cost	Books	Other/ Registration	Total
ACCOUNTING PROGRAMS					
Accounting Clerk	18 weeks	\$4,000	\$602.15	\$10	\$4,612.15
Computerized Financial Accounting	26 weeks	\$5,700	\$921.48	\$10	\$6,631.48
Computerized Financial Accounting (Fast Track)	16 weeks	\$3,500	\$553.20	\$10	\$4,063.20
Data Entry/Inventory Technician	19 weeks	\$4,200	\$388.19	\$10	\$4,598.19
Payroll Technician	16 weeks	\$3,500	\$686.88	\$10	\$4,196.88
BUSINESS PROGRAMS					
Administrative Assistant	18 weeks	\$4,000	\$582.62	\$10	\$4,592.62
Business Administration	25 weeks	\$5,500	\$853.11	\$10	\$6,363.11
Business Administration and Management	34 weeks	\$7,450	\$1,131.72	\$10	\$8,591.72
Business Manager - World Wide Web	26 weeks	\$5,700	\$986.58	\$10	\$6,696.58
Customer Service Representative/Collections	19 weeks	\$4,200	\$575.63	\$10	\$4,785.63
Human Resource Management	21 weeks	\$4,600	\$806.38	\$10	\$5,416.38
Legal Secretary	23 weeks	\$5,000	\$653.81	\$10	\$5,663.81
Microsoft Office Basics	10 weeks	\$2,200	\$164.20	\$10	\$2,374.20
COMPUTER APPLICATIONS/GRAPHICS PROGRAMS					
Computerized Marketing Support Technician	26 weeks	\$5,700	\$474.26	\$10	\$6,184.26
Computerized Office Professional	16 weeks	\$3,500	\$278.72	\$10	\$3,778.72
Graphic Design (Fast Track)	16 weeks	\$3,500	\$195.02	\$10	\$3,705.02
Graphic Designer for Web	20 weeks	\$4,400	\$369.20	\$10	\$4,779.20
Web Business Graphics/Desktop Publishing	30 weeks	\$6,500	\$589.49	\$10	\$7,099.49
COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS					
Computer-Aided Design Technician (Fast Track)	16 weeks	\$3,500	\$88.80	\$17.60	\$3,606.40
Computer-Aided Design Technician	28 weeks	\$6,100	\$88.80	\$180.74	\$6,369.54
SolidWorks Technician	10 weeks	\$2,200		\$17.60	\$2,217.60
COMPUTER SYSTEMS TECHNOLOGY PROGRAMS					
Computer Support Technician (A+ Certification)	22 weeks	\$4,800	\$361.80	\$178.00	\$5,339.80
Microsoft Certified Systems Administrator	38 weeks	\$8,350	\$517.68	\$757.00	\$9,624.68
Network Support Technician (A+ and N+ Certification)	32 weeks	\$7,000	\$361.80	\$307.00	\$7,668.80
DIGITAL MULTIMEDIA TECHNICIAN PROGRAMS					
Digital Multimedia Technician	28 weeks	\$6,100	\$335.18	\$10	\$6,445.18
Studio Production Technician	38 weeks	\$8,350	\$335.18	\$10	\$8,695.18
MEDICAL PROGRAMS					
Back Office Medical Assistant	19 weeks	\$4,200	\$589.75	\$82	\$4,871.75
Front/Back Office Medical Assistant	32 weeks	\$7,000	\$1,142.19	\$82	\$8,224.19
Front Office Medical Assistant	21 weeks	\$4,600	\$840.77	\$82	\$5,522.77
Medical Receptionist	14 weeks	\$3,100	\$476.30	\$82	\$3,658.30
Pharmacy Technician	21 weeks	\$4,600	\$834.07	\$51	\$5,485.07
Phlebotomy, Basic and Didactic Advanced (Evenings Only)	9 weeks	\$900	\$80.89	\$10	\$990.89
Physical Therapy Aide	21 weeks	\$4,600	\$924.81	\$82	\$5,606.81

REFUND POLICY

VENTURA ADULT AND CONTINUING EDUCATION TECHNOLOGY DEVELOPMENT CENTER

INSTITUTIONAL REFUND POLICY

POLICY AND PROCEDURES

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled at VACE/TDC who withdraw and cease to be enrolled in a program. The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Continuing Education (VACE) cancels the class, 100% of the tuition and fees will be refunded within 45 days of the cancellation.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of a class, and the student does not begin the class or withdraws on the first day of class, a full refund shall be made within 45 days of the class start date.

Refunds for Withdrawal After Classes Commence:

If a student withdraws from a VACE/TDC Program:

- During the first 25% of the SCHEDULED HOURS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED HOURS, the institution shall refund 50% of the tuition;
- After the first 50% of the SCHEDULED HOURS, the institution will retain all of the tuition.

The refund policy applies to tuition fees only. When a student withdraws from VACE/TDC, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" condition and returned within 10 days after withdrawal, the charges are credited to the student's financial aid account.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE/TDC by the student, or from the date that VACE/TDC terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Office is responsible for initiating a "Return of Title IV Funds" calculation upon withdrawal. The requirements for returning Title IV Funds are outlined in the Financial Aid Policies and Procedures Manual.

IMPORTANT INFORMATION

The total number of weeks of instruction is based upon full-time enrollment of seven hours per day, Monday through Friday, plus one hour per day of program enrichment. Prices include lab materials and books. Call for most current book and materials costs. Course content and/or length may be customized to meet the needs of individual students.

*Training may be purchased at a charge of \$220.00 per week.
An assessment may be purchased at a charge of \$250.00 per week.*

TRAINING THAT GETS THE JOB!

Thank You ...

Companies Hiring Our Graduates!

ACM Computers
Adam Sherman, M.D.
Advantage Physical Therapy
Affinity Group
AGIA
Amgen
A. L. Johnson
All Cats Clinic
Apria Health Care
Art Glass Millworks
Asparagus Studios
Baxter Medical
Behzad Ourmazdi, MD
Bendpak
Bit Vision
Blue Cross
Borla Performance Industries
Bralley, Bentley & Wilson
BuenaVista Shutters
Burnwall Physical Therapy
California Cardiac Surgeons
Camarillo Cardiology Group
Canteen Vending
CAPS (Community Access Partners) TV
CardService
Carnegie
Carolyn Howe & Associates
Chocolate Video Company
Cipolla & Calaba
Cirqua
City of Los Angeles
City of Santa Paula
City of Santa Barbara
City of Ventura
Clinicas Del Camino Real
Closet Crafters
CMH Center for Family Health
Coastal Allergy Medical Group
College Care Pharmacy
Community Action Commission of SB
Community Memorial Hospital
Comp USA
Compuwave
Conejo Medical Center
Consumer Credit Counseling Service
Cornerstone Architects
Costco Pharmacy
Cottage Hospital
Countrywide
County of Ventura
County of Ventura Sheriff's Dept
Cox Media
Cunningham & Associates
CVS Pharmacy
Cyber Touch
D & R Consultants
Data Exchange
Delicate Productions
Dermatology Group of Oxnard
Divine Graphics
Dr. I. B. Wakum Family Practice
Don's Industrial
Eco-Quest International
Edmond Dooman, D.C.
Entre Computer
ETS Express
Family to Family Medical Group

Fillmore Medical Group
Fluid Kinetics
Fred Favre, MD
Fry's Electronics
G Solutions
G & C Technologies
Garcia Architects
Gargiulo Company
General Surgery Medical Group
Gibbs International
Gold Coast Transit
GPA Architectural
Hampton Fitness Products
Harbor Freight Tools
Herbay Pharmacy
Hilford Moving & Storage
Hoffman Products
Home Depot
Hovell and Polarsky
Hot Section Technologies
Infogrip
Interconnect Systems
International Engine Parts
IRJ Engineering
Jay Corp
Jensen Engineering
Jet Air Technologies
Kaiser Permanente
Kalstar
Keith English, M.D.
KEYT
Kidde Dual Spectrum
Kreido Laboratories
Las Islas Medical Clinic
Letter Perfect Stationery
Linguist Productions
Lisa Wong, L.Ac
Lorenzo Walker, MD
Loma Vista Family Practice
Los Robles Podiatry Group
LVH Entertainment
Lynda.com
Marriott Beach Hotel
Medicine Shoppe
Medtronics
Merlin's Pharmacy
Mid State Bank
MJP Computers
Montecito Printing
Norris Graphics
Nusil, Inc.
Ojai Family Medical Group
Ojai Unified School District
Ojai Valley Hospital
Ojai Valley Inn
Orthopedic Institute
Overnite Transportation
Oxnard Pulmonary Group
Oxnard Veterinary Hospital
Pacific Physical Therapy
PacMed
Paychex
Perfect Line
Perfect Products
Performance Group
Peter Karlsberg, MD
Phoenix-E

Precision Microcast
PSI
Quick Printing Plus
Raypak
Raytheon
Rhino Graphics
Rincon Engineering
Rite Aid
Riviera Bronze
Rockwell Scientific
Root Industries
SAIC
Salem Communication
Sansum Medical Clinic
Saticoy Self-Storage
SCIF
Seaview Medical Clinic
Select Staffing Services
Seminis
Shepherd's Place Pharmacy
Shopper Metal Works
Sierra Vista Family Medical Group
Signs of Distinction
SimbaCal
Sinusfarmacy
Skurka Engineering
So Cal Value Added
Southern California Edison
Spherion Staffing
Splattered Film, Inc.
St. John's Regional Imaging Center
Sudha Nathan, MD
Sunrise Physical Therapy
Supreme Auto Care Products
T&M Machining
Techzam
Teledyne
Thousand Oaks Pediatric
TMS Concepts
Triad Systems International
Turning Point Foundation
Ventura County Medical Center
Ventura Dialysis Center
Ventura Ear, Nose and Throat
Ventura Hand Center
Ventura Metals
Ventura Missionary School
Ventura Unified School District
Venture Logistics
Visiting Angels
Vista Del Mar
Visual Photography
Walgreen's Pharmacy
WellPoint
Wellspring Medical Group
West Coast Water Services
West Ventura Family Clinic
Westlake Village Pharmacy
Wiggins Lift
Wilwood Engineering
Worldwide Moving Storage
Workrite Uniforms
World Circuit Technology
Yuching Liao, MD
Zurich Insurance

WATCH TELEVISION OR MAKE TELEVISION ?



TDCstudios student produced programming can be viewed exclusively on CAPS channel 15 and Time Warner cable.

Mr. Fitness



GET MOVING

TV

WITH
Dr. Chris Landon

**EDUCATION
TODAY**



Call 805.289.1744

to find out how you could be shooting & editing graphics for print or video.

Ventura Adult and Continuing Education Technology Development Center

Professional certification available in career paths in these fields:

Accounting Programs

Business Programs

Computer Applications and Graphics

Computer Systems Technology

Computer Aided Drafting and Design

Digital Multimedia Technology

Medical Front and Back Office and Phlebotomy

805-289-1744



Visit the VACE Technology Development Center page at
www.AdultEdVentura.edu



**Ventura Adult and Continuing Education
Ventura Unified School District**