Ventura Adult and Continuing Education
Explore new careers or upgrade your skills!

Career Technical Education Programs
- Accounting and Payroll
- Business and Management
- Medical Front and Back Office Assistant
- Pharmacy Technician
- Computer Systems Technology
- Computer-Aided Design (CAD)
- Digital Multimedia and TV Studio Production
- Graphics and Web Design
- Programs are open entry – enroll any time
- Exceptional program completion and job placement rates
- Scholarships and Financial Aid available to those who qualify
- Dual accreditation through Western Association of Schools and Colleges and Council on Occupational Education
- Approved for Veterans
- Approved for CalWORKS, WIOA, Voc Rehab, EDD, State Rehab

High School Diploma and High School Equivalency
English as a Second Language/Citizenship
ENCORE Computer and Technology Training
Community Enrichment Classes
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Ventura Adult and Continuing Education
Institutional Information

Ventura Adult and Continuing Education Mission Statement
Ventura Adult and Continuing Education prepares diverse learners with academic, vocational, and technological competencies for the 21st century global workforce.

Ventura Adult and Continuing Education Philosophy
Ventura Adult and Continuing Education 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 sensitive and responsible manners, the training programs have been designed to be comprehensive, supportive, and flexible. The staff of Ventura Adult and Continuing Education is dedicated to meeting each student’s academic and vocational needs and to the development of self-worth through education.

Schoolwide Learner Outcomes
1. Rigorous, relevant curricula and instruction will result in learners’ attainment of goals for academic, career and community success.
2. Computer literacy and software applications will result in learners’ competency in relation to 21st century technological and transferable skills.
3. Learners will be prepared for job readiness, search, placement, and retention through aligned and integrated academic, vocational, and professional accountability measures.
4. Learners will be supported by a highly qualified staff who provide professional environments in which real-world applications address individual strengths and deficits for learner success in pathways to job placement or higher learning.

Institutional Accreditation Information
Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2013 for six years. VACE has been recognized at both the state and federal levels. In addition, VACE Career Technical Education was selected by the California Department of Education as a Vocational Program of Excellence.

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.
Ventura Unified School District Information

Ventura Unified School District Vision Statement
In the Ventura Unified School District all students will receive an exemplary and balanced education fostering a lifelong passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

Ventura Unified School District Mission Statement
The Ventura Unified School District will educate all students in safe, healthy and high performing schools.
We will...
  - Inspire all students to excel academically,
  - Honor the unique qualities and diverse backgrounds of all students,
  - Build supportive relationships,
  - Guide all students to reach their full potential,
  - Motivate all students to successfully pursue their chosen life paths, and
  - Engage all students to become responsible and contributing members of society.

Ventura Unified School District Governing Principles
Every student can learn.
We will make decisions in the best interest of students.
We will value and celebrate diversity, and treat all people with dignity and respect.
We will operate in a fiscally responsible manner.
We will work as a team.
We will maintain a working environment that promotes professional growth and excellence.
We will celebrate and recognize success, creativity and achievement through a variety of indicators.
We will embrace families and community as partners in education.

A Standing Invitation...
Please plan to visit the Ventura Adult and Continuing Education, tour the classrooms, and become acquainted with the instructors. Call 805-289-1744 to arrange visits, to meet with counselors, or to have your questions answered. Check out our website at www.AdultEdVentura.edu for program updates.
School Information

Ventura Unified School District

Board of Education
Velma Lomax, President
John Walker, Vice President
Mary Haffner, Board Member
Jackie Moran, Board Member
Sabrina Rodriguez, Board Member

Administration
David C. Creswell, Superintendent
Joseph Richards, Jr., Deputy Superintendent
Dr. Matty Zamora, Assistant Superintendent
Dr. Jeff Davis, Assistant Superintendent

Ventura Adult and Continuing Education

Carolyn Vang-Walker, Director/Principal
MA, California Lutheran University

Stephen Thompson, Assistant Principal
MA, London University, England

Jean Ellis, Assistant Principal
M.Ed, California State University, Northridge

Full-time Instructional Staff

Karl Akkerman
BS, California State University, Northridge

Jeffrey Albaugh
MA, Pacifica Graduate Institute

Sean Bell
MBA, California Pacific University, MA/TESL, Spring Arbor University

Scott Collins
Teaching Credential, State of California

Hai Dinh
Teaching Credential, State of California

Dawne Hamilton
Teaching Credential, State of California

Brian Harrison
MCSA, Teaching Credential, State of California

Jane Advani
BS, Northland College

Joslynn Browne
BS, Westmont College

Dennis Huston
Teaching Credential, State of California

Gisela Martinez
AA, Ventura College; AS Santa Barbara City College

Kay Miller
MA, California State University, Northridge

Rich Sigerist
AA, Ventura College

Christine Wilson
BA, Flagler College

Kathy Yeomans
BA, University of California, Santa Barbara

Claudia Young
AS, Moorpark College

Part-time Instructional Staff

Crystal Cahuantzi
MA, University of Phoenix

Michael Chilton
BA, University of California, Santa Cruz
Part-Time Instructional Staff (continued)

Pat Doler  
Teaching Credential, State of California

Cindy Dorn  
AA, Fullerton College

Kay Giles  
BA, JD, University of California, Berkeley

Vance Griffin  
Teaching Credential, State of California

Scott Groeneveld  
M.Ed, American College of Education, Chicago

Julie Judd  
PhD, University of South Florida

Judy Klement  
Teaching Credential, State of California

Kathy Leaf  
MS, Georgia State University

John Loest  
BSN, California State University, Chico

Jackie Lopez  
Teaching Credential, State of California

Susan Lopez  
Teaching Credential, State of California

Jose Marté  
BA, California State University, Northridge

Susan Martz  
M.Ed, University of Pittsburgh

Suz Montgomery  
Teaching Credential, State of California

Rosa Navarro  
BA, California State University, Channel Islands

Kari Payan  
BA, California State University, Channel Islands

Barbara Reed  
MA, California State University, Los Angeles

Deborah Resler  
AA, Long Beach Community College

Cliff Rodrigues  
MA, University of Southern California

Abbe Sargent  
BA, Ateneo de Manila University Loyola Schools

Jan Schuette  
BA, California State University, Northridge

Michael Smith  
BA, California State University, Northridge

Heidi Sohn  
BA, University of Arizona

Megan Swearingen  
MA, California State University, Northridge

Lynne Thurston  
BS, Wayne State University

Larry Tobe  
BA, California State University, Northridge

Amy Tyrrell  
Teaching Credential, State of California

Susan Vinson  
BA, Wichita State University

Mary Wilson  
BA, Ripon College

Support Staff

Valerie Gaona, Accounting Assistant
Kendall Griffin, Attendance Clerk
Carol Ives, Paraeducator
Angie Manzo-Varela, School Support Secretary
Leticia Murillo, Billing Services
Summer Nicol, Special Projects
Javier Perez, Custodian

Myra Nunley, Financial Aid Technician
Tim Oglesbee, Studio Production Technician
Dee Sierra-Steyer, Paraeducator
Vicki Stiffler, Vocational Enrollments
Halyna Turchyn, Assessment Technician
Kathy Walker, Special Assistant
Todd Walker, Custodian
Locations

Where to Find Us

Ventura Adult and Continuing Education
5200 Valentine Road • Ventura, California 93003 • (805) 289-1744 • TDD (805) 676-7365

Ventura Adult and Continuing Education
Administrative Office
5200 Valentine Road
8 am-7 pm, M-Th
8 am-5 pm F
(805) 289-7925
FAX: (805) 289-7931
TDD: (805) 676-7365

Career Technical Education
5200 Valentine Road
8 am-7 pm, M-Th
8 am-5 pm F
(805) 289-1744
FAX: (805) 644-9694

High School Diploma and GED®, Adult Basic Education, and ESL/Citizenship Programs
5280 Valentine Road
8 am-5 pm, M-F
(805) 289-1749
FAX: (805) 289-7932
TDD: (805) 676-7365

VACE Office
5200 Valentine Road
Knoll Dr.
Ivy Lane
Westview Center
234 W. Vince Street

VACE is a “non-smoking” campus.

Additional Class Locations

<table>
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<tr>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>Briggs Elementary School</td>
<td>14438 Telegraph Road, Santa Paula</td>
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<tr>
<td>Buena High School</td>
<td>5670 Telegraph Rd</td>
</tr>
<tr>
<td>Chapel Lane Senior Apartments</td>
<td>11192 Snapdragon Street</td>
</tr>
<tr>
<td>Cypress Place</td>
<td>1200 Cypress Point Lane</td>
</tr>
<tr>
<td>Montalvo Elementary School</td>
<td>2050 Grand Avenue</td>
</tr>
<tr>
<td>Sheridan Way Elementary School</td>
<td>573 Sheridan Way</td>
</tr>
<tr>
<td>Silvercrest Residences</td>
<td>750 Petit Avenue</td>
</tr>
<tr>
<td>The Arc</td>
<td>5103 Walker Street</td>
</tr>
<tr>
<td>Todd Road Jail</td>
<td>600 Todd Road, Santa Paula</td>
</tr>
<tr>
<td>Ventura Adult Education Center</td>
<td>5200-5280 Valentine Road</td>
</tr>
<tr>
<td>Ventura Avenue Adult Center</td>
<td>550 N. Ventura Avenue</td>
</tr>
<tr>
<td>Ventura County Area Agency on Aging</td>
<td>646 County Square Drive, #100</td>
</tr>
<tr>
<td>Ventura Job and Career Center</td>
<td>4601 Telephone Road, #118</td>
</tr>
<tr>
<td>Westview Center</td>
<td>234 W. Vince Street</td>
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</tbody>
</table>

Bus Passes

VACE’s Administrative Office at 5200 Valentine Road, Suite 101, sells Gold Coast bus passes, and bus schedules are also available. The closest bus stop is located at Valentine Road and Victoria Avenue and offers an excellent, green alternative to driving.

2017 - 2018 Holidays and Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 1-7</td>
<td>Summer Recess</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>August 21 and 22</td>
<td>No classes</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 5 and 6</td>
<td>No classes</td>
</tr>
<tr>
<td>October 23-27</td>
<td>Fall Recess</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans’ Day Observed</td>
</tr>
<tr>
<td>November 20-24</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 25-Jan 5</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>January 29</td>
<td>No classes</td>
</tr>
<tr>
<td>February 16</td>
<td>Lincoln’s Birthday</td>
</tr>
<tr>
<td>February 19</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>March 30</td>
<td>Board Holiday</td>
</tr>
<tr>
<td>April 2 - April 6</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>May 27 and May 30</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 25-29</td>
<td>Summer Recess</td>
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# Calendars

## Ventura Adult and Continuing Education

### Career Technical Education

#### July 2017 - June 2018

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<th>July 2017 (20)</th>
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<tbody>
<tr>
<td>S M T W T F S</td>
<td>3-7 Summer Break</td>
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<tr>
<td>1</td>
<td>4 Independence Day</td>
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<tr>
<td>2</td>
<td>August</td>
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<tr>
<td>3</td>
<td>21, 22 No Classes - Inservice</td>
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<td>4</td>
<td>September</td>
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<tr>
<td>5</td>
<td>4 Labor Day</td>
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<tr>
<td>6</td>
<td>5-6 No Classes</td>
</tr>
<tr>
<td>7</td>
<td>18 Constitution Day Observed</td>
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<td>8</td>
<td>21 No Classes</td>
</tr>
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<td>9</td>
<td>October</td>
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<td>10</td>
<td>23-27 Fall Break</td>
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<td>11</td>
<td>November</td>
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<tr>
<td>12</td>
<td>10 Veteran’s Day</td>
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<tr>
<td>13</td>
<td>20-22 No Classes</td>
</tr>
<tr>
<td>14</td>
<td>24 Thanksgiving Day</td>
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<tr>
<td>15</td>
<td>25 No Classes</td>
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<tr>
<td>16</td>
<td>December</td>
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<td>17</td>
<td>25-31 Winter Break</td>
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<td>18</td>
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<tr>
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<td>1-5 Winter Break</td>
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<td>20</td>
<td>15 M.L. King Day</td>
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<td>21</td>
<td>29 No Classes - Inservice</td>
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<td>22</td>
<td>February</td>
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<td>16 Lincoln’s Birthday</td>
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<td>25</td>
<td>March</td>
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<td>27</td>
<td>April</td>
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<td>2-6 Spring Break</td>
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<td>29</td>
<td>May</td>
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<td>30</td>
<td>28 Memorial Day</td>
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<td>June</td>
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<td>31</td>
<td>25-29 Summer Break</td>
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<td>3-28</td>
<td>Summer Session</td>
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<td>4</td>
<td>Independence Day</td>
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**August**

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<tbody>
<tr>
<td>18, 21-22</td>
<td>Pre/In-Service Days</td>
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<tr>
<td>23</td>
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**September**

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<tbody>
<tr>
<td>4</td>
<td>Labor Day -- Closed</td>
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<tr>
<td>21-22</td>
<td>Non Student Contact -- Closed</td>
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**October**

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<td>23-27</td>
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**November**

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<td>Veteran's Day</td>
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<td>Thanksgiving Day</td>
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<td>No Classes</td>
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**December**

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<td>25-31</td>
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**January**

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<td>1-5</td>
<td>Winter Break</td>
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<td>15</td>
<td>M.L. King Day</td>
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<tr>
<td>29</td>
<td>No Classes - Inservice</td>
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**February**

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<th>February</th>
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<td>16</td>
<td>Lincoln's Birthday</td>
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<td>Presidents' Day</td>
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**March**

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<tr>
<td>30</td>
<td>Board Holiday</td>
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**April**

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<tr>
<td>2-6</td>
<td>Spring Break</td>
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**May**

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<th>May</th>
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<tr>
<td>28</td>
<td>Memorial Day</td>
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**June**

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<th>June</th>
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<tbody>
<tr>
<td>14</td>
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<tr>
<td>15</td>
<td>Post Service Day</td>
</tr>
<tr>
<td>18</td>
<td>Proposed Summer Session</td>
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*revised 3/15/2017*
## Calendars

### Ventura Adult and Continuing Education

Lifelong Learning and Consumer Education

### July 2017 - June 2018

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### Key Dates

- **July 4**: Independence Day
- **August 21-22**: No Classes - Inservice
- **September 4**: Labor Day
- **September 11**: Classes Begin
- **September 18**: Constitution Day Observed
- **October 23-27**: Fall Break
- **November 10**: Veteran’s Day
- **November 20-22**: No Classes
- **November 24**: Thanksgiving Day
- **November 25**: No Classes
- **December 25-31**: Winter Break
- **January 1-5**: Winter Break
- **January 15**: M.L. King Day
- **January 29**: No Classes - Inservice
- **February 16**: Lincoln’s Birthday
- **February 19**: Presidents’ Day
- **March 30**: Board Holiday
- **April 2-6**: Spring Break
- **May 28**: Memorial Day
- **June**: Summer Break
### Calendars

#### Evening Community Enrichment

**July 2017 - June 2018**

#### July

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>3-7</td>
<td>Summer Break</td>
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<tr>
<td>4</td>
<td>Independence Day</td>
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#### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>21, 22</td>
<td>No Day Classes</td>
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#### September

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4</td>
<td>Labor Day</td>
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<tr>
<td>5-6</td>
<td>No Classes</td>
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<tr>
<td>21</td>
<td>No Classes</td>
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</tbody>
</table>

#### October

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>23-27</td>
<td>Fall Break</td>
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#### November

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>10</td>
<td>Veteran’s Day</td>
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<td>No Classes</td>
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<tr>
<td>23</td>
<td>Thanksgiving Day</td>
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#### December

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<tr>
<td>25-31</td>
<td>Winter Break</td>
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#### January

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<tr>
<td>1-5</td>
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<td>15</td>
<td>M.L. King Day</td>
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<td>29</td>
<td>No Day Classes</td>
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#### February

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>16</td>
<td>Lincoln’s Birthday</td>
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<tr>
<td>19</td>
<td>Presidents’ Day</td>
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#### March

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>30</td>
<td>Board Holiday</td>
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#### April

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<th>Date</th>
<th>Event</th>
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<tr>
<td>2-6</td>
<td>Spring Break</td>
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#### May

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<th>Date</th>
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<tr>
<td>28</td>
<td>Memorial Day</td>
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#### June

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<tr>
<th>Date</th>
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<tr>
<td>25-29</td>
<td>Summer Break</td>
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Ventura Adult and Continuing Education
5200 Valentine Road • Ventura, California 93003 • (805) 289-1744 • TDD (805) 676-7365
Enrollment Information

Registration

Consumer Education and Lifelong Learning students can register either at the Ventura Adult and Continuing Education Administrative Office at 5200 Valentine Road or in their off-site classes.

Students wishing to enroll in the VACE Career Technical Programs or Community Enrichment classes must register at the Ventura Adult and Continuing Education Administrative Office at 5200 Valentine Road.

High School Diploma, General Educational Development (GED®), Adult Basic Education, and English as a Second Language (ESL) students must enroll with the counselor or assistant principal at 5280 Valentine Road.

Fees

Registration fees for most Ventura Adult and Continuing Education (VACE) classes are $10 per class per year. Lab fees are required where indicated. Cash, checks, Visa and MasterCard are accepted. Class fees vary by program, hours, and content.

Our Career Technical Education certification career path program fees are listed on page 50. Each program and its fees are listed, including the $10 registration fee and any other charges that might apply.

Policies and Procedures

Uniform Complaint Procedure

Students are encouraged to first discuss concerns or complaints regarding personnel, practices, policies, or procedures with a school administrator. If they feel a need to make a formal complaint with the school administration, they may submit a form to the VACE administration. If students still feel the problem has not been satisfactorily handled, they may then file a complaint with the Ventura Unified School District. The policy and forms are available at the Ventura Adult and Continuing Education Administrative Office.

The Williams, et al., vs. State of California, et al. (Williams) case was filed as a class action in 2000. The basis of the lawsuit was that the agencies failed to provide public school students with equal access to instructional materials, safe and decent school facilities, and qualified teachers.

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 Ventura Adult and Continuing Education Administrative Office.

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.

Ventura Adult and Continuing Education is also accredited 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.
Ventura Unified School District Policy on Bullying BP §5131.2

Every student is entitled to a safe school environment free from bullying.

The District’s Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District’s website at www.venturausd.org.

Copies of the policy are also available at the Administrative Office.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation - while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance - that typically has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear or harm to that pupil’s or those pupil’s person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

The electronic act is defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

California Education Code §48900(r)

Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupil’s person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) “Electronic act” means the transmission of a communication, including, but not limited to, message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
Policies and Procedures

Safety Procedures
Ventura Adult and Continuing Education maintains a Comprehensive School Safety Plan (CSSP) as required by Education Code 32282-32289. The contents of the CSSP include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. You may access the CSSP on the school's website at www.adultedventura.edu or in the VACE office.

Evacuation plans and procedures are posted throughout the campus and can be found online in the CSSP.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their students’ education records. These rights transfer to students when they reach the age of 18 or attend a school beyond the secondary school level.

Sexual Harassment
Ventura Unified School District has zero tolerance of any form of sexual harassment in order to ensure positive learning environments for all students. Students and staff are urged to immediately report incidents of sexual harassment to the principal or any other staff member. Formal complaints of harassment can be filed in accordance with the Uniform Complaint Procedures.

Ventura Unified School District Equal Opportunity Policy
“The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.” Ventura Unified School District (BP 0410)

Voter Registration
VACE makes a good faith effort to provide voter registration forms for all students who are eligible to vote and haven’t yet registered or for students who have moved, changed names, or wish to change party affiliation and need to update their information.

Monthly student assemblies offer an opportunity to remind students to register to vote. At our Constitution Day celebration, we include representatives from such organizations as the League of Women Voters to encourage students to register. Requirements for voting in California and other helpful information such as registration deadlines are presented on the California Secretary of State’s website: http://www.sos.ca.gov/elections/voter-registration.

Voter registration forms are available in the VACE office. Students can pick up forms at any time before the registration deadline for each election. For those who prefer to register electronically, California also offers online registration at http://registertovote.ca.gov.
Career Technical Education

VACE Career Technical Education Vision Statement
VACE will provide relevant and rigorous curricula, highly qualified instructors, and exceptional job placement and counseling services for its Career Technical Education students who will successfully master their coursework and enter the world of work or higher education. VACE will engage, align, and leverage strategies and resources for collaborative workforce development systems which address the needs of employers and job seekers.

Program Philosophy and Purpose
VACE Career Technical Education (CTE) 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 VACE Career Technical Education 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 Career Technical Education programs is to provide learners with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

VACE Career Technical Education Offerings

• Designated Vocational Program of Excellence
• Open-entry/open-exit, year-round programs
• Individualized instruction
• Competency-based curriculum
• Dual full accreditation by the Western Association of Schools and Colleges and the Commission of the Council on Occupational Education
• 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
• Referral to free basic academic skills, literacy and English-as-a-Second Language instruction
• Referral to GED® preparation at no cost
• Monthly progress reports
• Daily attendance reporting
• Student Support and Job and Placement Center
• Job placement assistance
• Professional certification/licensure
• Zero-interest payment plans
• Financial aid assistance
• Approved for veterans

Hours
Hours of instruction are from 8:00 a.m. until 4:00 p.m., Monday through Friday, with enrichment periods 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. Please refer to the Student Handbook for more information about attendance policies.

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.
VACE’s Career Technical Education Admission Policies

VACE will admit any Career Technical Education students who are at least 18 years of age, possess high school diplomas, GED®, or equivalent, have career technical education objectives, and can benefit from training. Proof of high school diploma, GED®, or equivalent is required at enrollment. Diplomas from foreign countries must be evaluated for equivalency before admission. Students aged 18 and under who are presently attending high school are not eligible for enrollment. Eligible students may enroll at any time during the year on a programmatic space-available basis. Students applying for financial aid must meet all federal requirements.

Students who do not have high school diplomas, General Equivalency Development (GED®) or other high school equivalent certificates may enroll in VACE’s high school diploma program or equivalency test preparation courses prior to enrollment in CTE programs. Ventura Adult and Continuing Education provides GED® and HiSET test preparation classes at no cost.

Prospective CTE students are required to meet with counselors or administrators prior to enrollment. Prospective students are shown the facilities, introduced to the staff and faculty members, and informed about how course content relates to future employment opportunities. All students must meet specific program prerequisites and complete all enrollment procedures prior to admission.

(See specific information for the Pharmacy Technician and Todd Road Jail Programs on the program pages.)

Enrollment

Ventura Adult and Continuing Education Career Technical Education programs are open-entry/open-exit, allowing students to enroll every week subject to availability of space. Instruction is individualized, enabling students to progress using their most effective learning styles.

Student support and job placement services are included in the program cost. Externships are available on an individual-need basis.

Students are registered on their first day of classes.

Assessments

VACE offers prospective students opportunities to preview programs for up to five training days before expending any funds. The purpose of assessments is to determine the suitability of program placements.

There are two types of Assessments: Informal and Formal.

An informal assessment is usually requested by a prospective student who is trying to decide between two or more career program areas or is unsure of his or her ability to understand the course content. At the conclusion of an informal assessment, the prospective student, instructor, and counselor discuss the results and possible courses of action, including actual enrollment. Longer assessments may be arranged at an hourly rate on a case-by-case basis.

A formal assessment is usually requested by a referring agency (Veterans Administration, State Department of Rehabilitation, etc.) that is considering paying for a client to go through training. At the end of a Formal Assessment, the instructor writes a brief report summarizing the prospective student’s accomplishments and difficulties (if any) with the coursework along with a recommendation of action for the prospective student. The instructor sends the report to the counselor, who then forwards the report to the agency that requested it. Formal assessments longer than five days may be requested on case-by-case bases.
Career Technical Education

Transfer Policies

Transfering Within VACE Programs

**Inter-Program Transfers:** Student transfers from one VACE Career Technical Education program area to another (for example, from Accounting to Computer Systems Technology) must be approved by the instructors of the career program areas to which they are transferring and by the CTE Counselors. If the students are changing from one program of study to another and receiving assistance from agencies, the students must receive permission from their sponsoring agencies prior to making transfers. Once approved, the counseling staff completes new registration forms to be processed by the Administrative Clerks and adjustments in fees, if any, are calculated. If the students are receiving financial aid, the information is provided to the Financial Aid Technician who adjusts financial aid data as needed.

**Intra-Program Transfers:** Students wishing to change to other programs within the same career program area may request to do so. The requests are typically granted on a case-by-case basis. Students must meet with counselors who coordinate approvals, adjustments and paperwork with the sponsoring agencies (if applicable) and the Financial Aid Technician (if applicable).

Transferring Credits from Another Institution

VACE is a competency-based adult education program and does not award units/credits for coursework. Therefore, VACE does not accept transferring credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.

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 attitude, job readiness, academic skills, and grooming. For the latter, Ventura Adult and Continuing Education has established minimum expectations in the areas of job-related dress and grooming for students in training.

Students’ appearance should meet the conventions of the occupation for which they are being trained. While formal business dress is not required, relaxed dress along the lines of the workplace is expected. Making a good impression on externship or prospective employers, whether in the classroom or on an interview, is crucial to employability. Clean, well-groomed hair and beards, and clean, well-chosen clothes can make the difference. Opt for more professional rather than casual attire if in question about appropriateness.

**Minimum appropriate professional attire:**

**Men:**
- Long pants with belt
- Collared shirt, tucked in
- Business shoes and socks
- Scrubs/lab coats for medical students
- Neat, clean hairstyles

**Women:**
- Dresses or skirts and blouses
- Pant suits
- Heels or business shoes
- Scrubs/lab coats for medical students
- Neat, clean hairstyles

**Inappropriate for class or workplace:**

**Men:**
- Shorts
- Swimsuits
- Hats
- Workout clothes
- Flip-flops

**Women:**
- Tee shirts
- See-through clothing
- Tank tops
- Soiled, stained, torn or odorous clothes

Smoking Policy

Ventura Adult and Continuing Education is a smoke-free facility. There is no smoking on the campus.
Refund Policy

Ventura Adult and Continuing Education’s Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw and cease to be enrolled in programs. Refunds when due will not require a written request by the student. The Institutional Refund Policy determines the amount of institutional charges students have 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 students do not begin the classes or withdraw on the first day of class, full refunds shall be made within 45 days of the class start dates.

Refunds for Withdrawal After Classes Commence:

If students withdraw from VACE/CTE Programs:

- 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 students withdraw from VACE/CTE programs, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in “new” conditions and returned within 10 days after withdrawals, the charges are credited to the students’ financial aid accounts.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE by the student or from the date that VACE terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Technician 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.

Finally, refunds may be transferable for enrollment in other VACE CTE classes. Administrative Office staff will process fee refunds and transfers by completing the Refund Request Forms.

Refunds for other VACE classes will be processed on a case-by-case basis.
Career Technical Education Policies and Procedures

**Grading Systems**
Ventura Adult and Continuing Education programs are competency-based. Students are to demonstrate competencies in courses at 70% levels of achievement or better (2.0 grade point average). 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%.

**Expectation of Academic Honesty**
Academic honesty is required. Using other students’ work is considered cheating and violates VACE’s zero tolerance for cheating and the Student Code of Conduct. Please refer to the Student Handbook for further information. Failure to abide by this policy will result in a failing grade or removal from the school.

**Career Technical Education Testing Services**

**Testing Services Available to Students and the Public**

**Testing Center: Prometric and Pearson/VUE Authorized Testing Site**
Ventura Adult and Continuing Education provides testing services through Pearson/VUE and Prometric Premier Test Center Network for such companies as Cisco, COMPTIA, and Adobe, among others. If you need to take a test leading to licensure, certification and assessment programs offered by these leading testing services, you can register for the test you require at the websites for either pearsonvue.com or prometric.com and take the test at Ventura Adult and Continuing Education, 5200 Valentine Road, Ventura. Call us at 289-7925 for more information.

**NCCT and Certiport Testing Center**
Ventura Adult and Continuing Education provides Phlebotomy and Medical Assistant certification testing services through National Center for Competency Testing. If you need to take a test leading to certification, you must register online. Ventura Adult and Continuing Education, located at 5200 Valentine Road in Ventura, is an authorized testing center. There is a $30 sitting fee (waived for VACE students), due the day of the test. The next available testing dates for 2017-2018 are July 10, 2017, September 11, 2017, November 13, 2017, January 8, 2018, March 12, 2018, May 14, 2018, and July 9, 2018, at 6 pm.

You must complete an online application form and submit it with an exam fee two weeks prior to the scheduled test date. Go to the NCCT website at http://www.ncctinc.com to create a log in and for specific details that you must include in your application package. Call Leticia Murillo at 289 1744, ext. 1103, for further information.

Certiport, a Pearson/VUE company, offers certification in several areas, including Microsoft Office Specialist. A variety of other certifications is also available with Certiport testing.

**Career Technical Education Support Services**

**Counseling and Referral Services**
Counseling is available as well as referrals to community agencies.
Career Technical Education

Placement Center Services

All programs at Ventura Adult and Continuing Education Career Technical Education are oriented toward employment in today’s highly competitive job market. The 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. Job Search Workshops 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 jobs that are both personally and financially rewarding.

The Placement Center is staffed by Kay Miller, the Work Transition Instructor, and Summer Nicol, Special Projects. They have over 40 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 also active in the business community and on the school’s Program Advisory Committees, 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 for students which often lead to offers of permanent positions.

Job Search 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.

Support Services Available to Students

Improve Job-Seeking Skills

• Prepare a solid, effective, eye-catching résumé
• Compose outstanding cover letters and gracious thank-you letters
• Select videos to help 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 and use VACE’s Professional Clothes Closet if needed
• View library videos on self-improvement and self-esteem
• Use our wide selection of reference and resource materials
• Participate in job search workshops designed to enhance your skills

Improve Math, Reading, and Writing Skills

• Develop study techniques and strategies to improve test-taking skills
• Computerized, individualized reading, math, or typing program
• Math workshops or tutoring
• Assistive Technology
• “Hands-free” computer operation with voice-recognition software
• Software designed to enhance low vision, build vocabulary, and read scanned text
• Master a one-handed keyboard
Federal Pell Grants - Student Loan - Parent PLUS Loans

What is federal student aid? It’s financial help for eligible students to pay for education expenses at an eligible postsecondary school.

For information contact:

Myra Nunley, Financial Aid Technician
Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003
805 289-1744, ext. 1102
Email: myra.nunley@adultedventura.edu

Student Eligibility Requirements:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- 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
- Show you’re qualified to obtain a postsecondary education by having a high school diploma or a General Educational Development (GED®) certificate, or by completing a high school education in a homeschool setting approved under state law.

Which Programs Are Eligible for Financial Aid?

Look for this symbol to see which of the Ventura Adult and Continuing Education programs are eligible for financial aid:

Federal Pell Grant

Pell Grants are the foundation of federal student financial aid that is generally awarded only to undergraduate students—those who haven’t earned a bachelor’s or graduate degree. Amounts change yearly. The maximum award amount for 2016-2017 is $5,815, based on a 26-week program that covers 900 clock hours of instruction. Please see the Financial Aid Technician for details.

Pell grant funding is available for any program of more than 18 weeks and/or 600 clock hours.

Federal Direct Subsidized Stafford Loans

Financial need must be demonstrated to receive a subsidized loan. The U.S. Department of Education is the lender and will pay (subsidize) the interest on the loan while students are in school at least half-time. Interest rates change yearly. Interest for the 2016-2017 Award Year is fixed at 3.76%. The maximum subsidized loan amount for dependent and independent undergraduate students is $3,500 for a 26-week program that covers 900 clock hours of instruction. Payments start six months after students leave school or complete schooling.
Federal Direct Unsubsidized Stafford Loans

Financial need is not a requirement to obtain an unsubsidized loan. The U.S. Department of Education is the lender and students have the option of paying the interest while attending school or allowing the interest to accrue. Interest rates change yearly. Interest for the 2016-2017 Award Year is fixed at 3.76% and begins to accumulate at the time the first disbursement is released. A dependent undergraduate student qualifies for a maximum $5,500 (no more than $3,500 of this amount may be in subsidized loans). Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans) qualify for a maximum $9,500 (no more the $3,500 of this amount may be in subsidized loans). This maximum amount is for a 26-week program that covers 900 clock hours of instruction. Payments start six months after leaving school programs.

Federal Direct PLUS Loan

Financial need is not a requirement for PLUS loans. PLUS loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate students. The U.S. Department of Education is the lender and is unsubsidized (i.e. the student is responsible for paying all interest). Interest rates change yearly. Interest for the 2016-2017 Award Year is fixed at 6.31% and begins to accumulate at the time the first disbursement is released. The maximum amount for a PLUS loan is the cost of attendance (determined by the school) minus any other financial aid received. Those qualifying must not have adverse credit history. If a parent is denied a PLUS loan, the student may apply for a Federal Direct Unsubsidized Direct Stafford Loan. Payments start 60 days from the final disbursement of funds.

How Do I Apply for Financial Aid?

You will need to determine whose information to report on the FAFSA—indepedent students, report theirs (and, if married, your spouse’s); if you’re a dependent student, yours and your parent’s.


- A username and password have replaced the Federal Student Aid PIN, and lets you apply and “sign” your online Free Application for Federal Student Aid (FAFSA). In addition, the “parent for a dependent student” will need to apply for a user name and password as well. If you had a “PIN”, you can link it to your new username and password. If you forgot the 4-digit number, you can request a “duplicate” PIN number on the www.pin.ed.gov website. Again, you now must have a user name and password for you and a parent to use as signatures on the FAFSA application.

- Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). For the 2016-2017 Award Year, the student will need 2015 income as well as the “parent’s 2015 income for a dependent student”.

- Important Note for Verifying Student and/or Parent’s Income: You must verify income by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. When you navigate to the Financial Information section of the FAFSA, follow the instructions to determine if you, the student and/or parent is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the FAFSA. After the tool allows usage, your name will be displayed. Input information as necessary. (continued on next page)
Career Technical Education

• VERY IMPORTANT: When you input the address, only use the address that you reported on the 2015 IRS Tax Return.
• Finally, you must agree and use your username and password as a signature before submission. Also, if you are a dependent student, a parent must agree and use their username and password as a signature before submission.
• ADD the Ventura Adult and Continuing school code: 030847 to the FAFSA application.
• Make an appointment with an Admissions counselor to determine your program choice. He/she will give you a check list of items to process for financial aid.
• After gathering all information requested, make a financial aid appointment with the Financial Aid Technician, (805) 289-1744 ext. 1102.

Financial Literacy
VACE provides training on Financial Literacy for students.

Scholarships
Scholarships are available on a limited basis.

Tuition Assistance
Payment plans are available at 0% interest.
Ventura Adult and Continuing Education  
Career Technical Education Programs

All of the Career Technical Education (CTE) certificate programs at Ventura Adult and Continuing Education (VACE) are intensely sensitive to the ever-changing needs of the local business community and designed to meet the industry standards of the workplace.

In keeping with its mission to prepare diverse learners with academic, vocational and technological competencies for the 21st century global workforce, VACE is continually striving to provide intensive, high quality, comprehensive training that aligns with marketplace requirements. VACE is committed to preparing students for the workforce or career advancement by providing innovative, competency-based programs and opportunities to obtain professional certification.

Student support, externships, and placement are included in the program. VACE administration and staff monitor local, state, and federal trends and set instructional program goals to meet new demands. Program design, curricula, recording, and reporting of student learning outcomes are well documented and reviewed regularly by the Ventura Unified School District (VUSD), staff, advisory committees, employers, vocational rehabilitation groups, and community members. The above mentioned groups are involved in curriculum development and the selection of training equipment utilized in the various programs.

Assessing the needs of the community through advisory committees and membership in community organizations offers insight into trends that affect both current and future program offerings. The CTE training programs at VACE afford students the opportunity to obtain jobs that are both financially and personally rewarding.

Approved for Veterans

Visit us on LinkedIn  
Like us on Facebook  
Follow us on Google+
Career Technical Education
Accounting Programs

The Ventura Adult and Continuing Education Accounting programs are designed to prepare students for employment in entry-level positions in the accounting field. Students have obtained employment in a variety of accounting and bookkeeping jobs. Students learn accepted standards of accounting procedures and develop necessary skills in the software and the equipment needed for success in the field.

There are two programs available in the accounting career track. These include
• Accounting Clerk
• Computerized Financial Accounting

Professional certification is awarded upon the successful completion of these programs.

In addition to skills learned, these programs emphasize the importance of active problem solving, producing quality work, effective communication and goal setting, and job readiness. These are some of the most popular CTE programs at VACE.
Accounting Clerk

CBEDS Code 4650 Business Career Exploration

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

OPTIONAL COURSE ENHANCEMENTS:
• Computerized Accounting Simulation
• Internet Basics
• Payroll Accounting

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel

EMPLOYMENT OPPORTUNITIES:
Accounting Clerk
Accounts Receivable Clerk
Accounts Payable Clerk
Billing Clerk
Payroll Clerk
Office Assistant

COURSE INFORMATION:
The Accounting Clerk program is designed to prepare students for employment in entry-level positions in the accounting field. Students learn how to prepare and input all types of business documents such as customer invoices, vendor bills and purchasing forms. Training includes preparing payroll and completing formal bank reconciliations. Upon completing the program, students have the skills to become accounting clerks, accounts payable and receivable clerks, and billing clerks for area businesses.

The training for the Accounting Clerk program includes maintaining checking account records, posting ledgers, maintaining stock and inventory control, postings, collections, issuing checks against purchase orders and merchandise received, verifying financial data and business transactions, and preparing, filing and processing invoices. The program also prepares students to use electronic calculators and software (Microsoft Excel and Word).

In addition to skills, this program emphasizes the importance of active problem solving, producing quality work, effective communication, goal setting, and job readiness. Graduates of the Accounting Clerk program are fully prepared to be successful in the workplace.

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Computerized Financial Accounting

**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

**Optional Course Enhancements:**
- Computer Database Enhancements
- Internet Basics

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

**Course Information:**
The Computerized Financial Accounting program prepares students for today’s extremely competitive job market by providing each student with a well-rounded accounting skill set.

Students will become full charge bookkeepers up to and including the preparation and analysis of financial statements. Students will achieve this skill by completing three college-level accounting courses, a payroll accounting course and then practicing this knowledge by numerous projects in automated accounting, QuickBooks Pro, and extensive payroll simulations.

Additionally, students learn to complete formal bank reconciliations, accrual accounting entries as well as quarterly and annual federal and state payroll forms.

**Employment Opportunities:**
- Full-charge Bookkeeper
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Office Manager
- Billing Clerk
- Payroll Clerk

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education  
Business Programs

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

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

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

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

Administrative Assistant 18 weeks

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

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

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

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

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

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

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

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

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

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

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

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Elements:
- Accounting 1
- Accounting 2
- Alphabetic Indexing
- Automated Accounting
- Business English
- Business Law Fundamentals
- Business Math Intermediate
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- Presentation Graphics
- Office Procedures 1 - Elements of Supervision
- Office Procedures 2 - Communication Skills
- QuickBooks Pro
- Word Processing 1
- Word Processing 2

Optional Course Enhancements:
- E-Commerce
- Accounting 3

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

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

Employment Opportunities:
- Executive Assistant
- Office Manager
- Operations Manager
- Administrative Service Manager
- Inventory Control Clerk

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education
Computer-Aided Design Programs

In today’s world, everything from toys to gaming consoles, tablets and smart phones, single-story homes and skyscrapers must first be visualized and designed using Computer-Aided Design (CAD) software. By using CAD, architects, engineers, manufacturers and drafters can imagine, invent, and revise detailed drawings used to give physical form to their ideas. This field often appeals to individuals with a construction background who prefer designing projects over physically building them.

The class structure of hands-on exercises and projects with step by-step tutorials, and instructors providing individual assistance, as well as the ability to collaborate and swap ideas with fellow students in an interactive work-like team atmosphere results in faster, more comprehensive learning. The class also provides a platform for experienced students to prepare for the Official Autodesk, Inc. AutoCAD® Certification Exam with practice questions and exams based on Autodesk Inc. testing objectives.
**Career Technical Education**

**Computer-Aided Design Programs**

CBEDS Code 5705 Computer-Aided Drafting Design

**Computer-Aided Design Technician**

**28 weeks**

**Elements:**
- Manual Drafting Fundamentals
- Manual Drafting Projections and Views
- Manual Drafting Applications
- Computer Keyboarding and File Management
- CAD 2-D Fundamentals 1
- CAD 2-D Fundamentals 2
- CAD 2-D Applications 1
- CAD 2-D Applications 2
- CAD 2-D Industrial Applications 1
- CAD 2-D Industrial Applications 2
- CAD 3-D Fundamentals
- CAD 3-D Industrial Applications
- CAD 3-D Solids Modeling
- Geometric Dimensioning and Tolerancing
- Rapid Prototyping
- Portfolio Development

**Optional Course Enhancements**
- SolidWorks®, Revit®, Inventor® and AutoCAD Civil 3D®

**Course Information:**
Designed for students with little or no previous CAD or computer experience, the Computer-Aided Design Technician course prepares students for entry-level employment as CAD Drafters and Technicians. The course covers 2D geometric construction and advanced 3D solid modeling using AutoCAD, the foundational software on which specialized CAD software used for advanced manufacturing, sustainable architecture design and animation are based.

The course also includes manual drafting, a critical part of the design process needed to clearly understand and communicate design ideas, as well as keyboarding, Windows OS basics and file management.

**Employment Opportunities:**
- CAD Drafter
- CAD Operator
- CAD Designer
- CAD Technician

For Gainful Employment Disclosure Information, visit: [www.adultedventura.edu/gainful.html](http://www.adultedventura.edu/gainful.html)
Career Technical Education

Computer-Aided Design Programs

CBEDS Code 5707 Technical Drafting

Solid Works Technician

PREREQUISITE:
• Computer-Aided Design Certification (or professional equivalent)

ELEMENTS:
• SolidWorks Fundamentals
• SolidWorks 3-D Solids Modeling
• SolidWorks Assemblies
• SolidWorks Production Drawings
• SolidWorks Sheet Metal Design
• SolidWorks Industrial Applications
• Rapid Prototyping
• Portfolio Development

10 weeks

COURSE INFORMATION:
The Solid Works Technician course is designed for advanced end users, designers or engineers who want to learn the skills needed to design and create working drawings.

SolidWorks 3D is the industry standard solid-modeling software that lets engineers, designers and drafters quickly sketch ideas, experiment with features and dimensions, design parts and assemblies, and produce models and detailed drawings. It uses a parametric feature-based approach meaning that parameters relate and change in relation to one another. Changing one parameter on a part, like a dimension, also changes the size and shape of the part as a whole saving time and reducing manufacturing errors.

Graduating students may study for, and take, the Certified SolidWorks Associate Exam in VACE’s in-house testing site.

EMPLOYMENT OPPORTUNITIES:
• CAD Drafter
• CAD Operator
• CAD Designer
• CAD Technician
Career Technical Education
Computer Applications and Graphics Programs

The Computer Applications and Graphics programs prepare students for entry-level jobs in graphics and Web design occupations as well as entry-level office and marketing support positions.

Students learn through a series of guided lessons and then display their skills in unique projects at the end of their courses. This builds the important portfolios needed for job hunting in graphic and Web positions.

This series of programs prepares students who are creative and want jobs that demand design skills as well as students who wish to become skilled office workers.

All students learn to use the basic Microsoft Office features appropriate for their programs. During their time at VACE, they also learn or improve keyboarding skills.

Graphics students learn the Adobe suite of products that are important to their fields of study as well as HTML and CSS programming skills.
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
- Presentation Graphics
- Word Processing 1
- Word Processing 2

**Optional Course Enhancements:**
- Communications Skills
- Web Page Design Fundamentals

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

**Course Information:**
Marketing efforts drive every business. Learn to support the marketing staff by creating spreadsheets for tracking statistical and other data, preparing flyers and literature for marketing products, creating databases for keeping customer and product information, creating mass mailings to clients, and preparing electronic sales presentations. Become familiar with basic Web design and desktop publishing functions.

**Employment Opportunities:**
- Customer Service Support
- Marketing Assistant
- Office Assistant
- Sales Assistant
- Sales Coordinator
- Sales Support

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education Computer Applications and Graphics Programs

Computerized Office Professional  16 weeks

CBEDS Code 4614 Word Processing Occupations

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

Optional Course Enhancements:
- Business English

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

Course Information:
Learn to use the versatile functions in Microsoft Office. Use Microsoft Word creating documents, designing brochures, newsletters, and forms. Prepare mass mailings using the Mail Merge feature. Create spreadsheets and charts for tracking and presenting numeric data with Microsoft Excel. Design slide shows for business presentations using Microsoft PowerPoint software. Become familiar with the Microsoft Access database features for managing data.

Employment Opportunities:
- Clerical Assistant
- Office Assistant
- Receptionist
Career Technical Education Computer Applications and Graphics Programs

CBEDS Code 5757 Desktop Publishing

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

Optional Course Enhancements:
- E-Commerce Fundamentals
- WordPress Fundamentals
- Word Processing 2

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

COURSE INFORMATION:
Become proficient in the software and skills required for entry-level positions in the Web design and graphic fields. Create well-designed layouts using dynamic graphics and informative text. The course emphasizes the use of good design elements and accuracy in grammar and spelling as well as using computers. Create individual projects to build portfolios. Students will learn Adobe Creative Suite software, including Illustrator, Photoshop, InDesign, and Dreamweaver software applications.

EMPLOYMENT OPPORTUNITIES:
- Graphic Designer
- Graphic Artist
- Desktop Publisher
- Graphic Designer/Production
- Web Designer

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education
Computer Systems Technology
Programs

The Ventura Adult and Continuing Education (VACE) Computer Systems Technology programs are designed to prepare students for employment in computer support and information technology fields.

Instruction involves operating systems fundamentals, hardware troubleshooting and repair, and network installation, configuration and administration. An emphasis is placed on giving the students significant experiences in hands-on work. Students gain the confidence needed to perform successfully in the workplace due to the amount of time they work with computers and solve problems in class. Graduates are prepared to provide valuable services and transition into the ever-changing world of technological applications.

The Computer Systems Technology career program area has three individual programs with different exit points. They are:

• Computer Support Technician (22 weeks)
• Network Support Technician (32 weeks)
• Microsoft Certified Solutions Associate (38 weeks)

A professional certification is awarded at the successful completion of each of these programs. VACE is also a certified Microsoft IT Academy institution.
Career Technical Education  Computer Systems Technology Programs

CBEDS Code 5558 Computer Science Technology

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

COURSE INFORMATION:
The Computer Support Technician Course provides the fundamental knowledge to become an A+ Certified Technician. The course is self-paced and allows students to progress at a pace that is comfortable for them. Much of the course has a hands on approach to learning and gives the student the experience needed to become proficient as a certified computer technician.

Students will get to build, upgrade and troubleshoot computers while gaining the knowledge needed to pass the A+ Certification exam. The focus is not only for students to become A+ certified, but also to give them the skills and confidence to gain employment in the IT field.

For Gainful Employment Disclosure Information, visit:  www.adultedventura.edu/gainful.html
Career Technical Education  Computer Systems Technology Programs

CBEDS Code 5572 Computer Hardware, Electrical, and Network Engineering

Microsoft Certified Systems Administrator  38 Weeks

PREREQUISITE:
• Prospective students must pass a formal assessment prior to enrollment.

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
• MCSA Exam Preparation 1
• MCSA Exam Preparation 2
• MCSA Exam Preparation 3

OPTIONAL COURSE ENHANCEMENTS:
• Microsoft MCTS Preparation

EMPLOYMENT OPPORTUNITIES:
System Engineer  Network Administrator
Tech Support Specialist  Tech Support Engineer
Network Technician  Network Engineer
Information Systems Administrator  Technical Consultant
   IT Specialist

COURSE INFORMATION:
The course focuses on developing skills through both practical hands-on work with networks and acquiring the knowledge to pass the certification exams. This course teaches the student to work with a network infrastructure. Skills gained in this course will include the setup and configuration of active directory services and many of the other roles and features that are a part of a Microsoft network.

The course will prepare students for the following Microsoft certification exams:
• Installing and Configuring Windows Server 2012 (70-410)
• Administering Windows Server 2012 (70-411)
• Configuring Advanced Windows Server 2012 Services (70-412)

Also included in this course is CompTIA A+ and CompTIA Network + certification training.

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
CBEDS Code 4604 Networking

Network Support Technician

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
- Security+ Preparation

**Course Information:**
In this course, students will learn the fundamentals of basic networking, design, routing, switching, administration, and network security in addition to all of the material taught in the Computer Support Technician course.

Students will set up and configure their own networks with network servers and workstations. Students will create functioning networks and administer them by setting up user accounts, configuring security and sharing resources. This course will prepare students to take both the national CompTIA A+ and the CompTIA Network+ certification exams. Training for the CompTIA Security+ is a course enhancement for this course (voucher cost not included for this exam).

**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

For Gainful Employment Disclosure Information, visit:  www.adultedventura.edu/gainful.html
Career Technical Education
Digital Multimedia Technician Programs

The Digital Multimedia and Studio Production Technician programs provide training in the high technology industry of computer graphics and video production and post-production. This program features the Macintosh computer platform and Adobe applications. These include Photoshop, Illustrator, and After Effects as well as Premiere Pro software. The course of study prepares students for entry-level employment in the graphics, motion graphics, video editing and post-production fields. Studio Production Technician students function as directors, producers, and camera operators on the various shows produced for local cable television.

Technology and equipment are current with industry standards in hardware and software. The programs are open-entry, open-exit with students accepted throughout the year.
CBEDS Code 5730 Multimedia Production

Digital Multimedia Technician 1

**ELEMENTS:**
- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- DVD Studio Pro
- Adobe Premiere Pro
- Zettl’s Video Basics
- Video Camera, Audio and 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

**COURSE INFORMATION:**
Digital Multimedia students experience firsthand the hardware and software applications that allow them to create, scan, or download from digital camera, photographs, or graphic images for output to print and web.

Students also learn to author interactive presentations and master to DVD disks. Students digitize, edit, and master to videotape using the Adobe Premiere Pro editing suite.

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education

Digital Multimedia Programs

CBEDS Code 5745 Television Production

Studio Production Technician 38 weeks

ELEMENTS:
- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Adobe Premiere Pro
- DVD Studio Pro
- Zettl’s Video Basics
- Video Camera, Audio and Lighting

EMPLOYMENT OPPORTUNITIES:
- Audio Engineer
- Audio-Visual Technician
- Camera Operator
- Commercial Artist
- Graphic Designer
- Illustrator
- Post Production Technician
- Production Assistant
- Video Editor
- Videographer

COURSE INFORMATION:
The Studio Production Technician Program presents a step-by-step, competency-based program that speeds students along in acquiring the skills that will help them gain employment in the rapidly developing fields of digital multimedia and studio production.

Students learn to light and shoot video using 3 CCD DV cameras and edit with assigned Adobe Premiere Pro nonlinear video editing systems as part of their student demo reel portfolio.

Students function as directors or producers on the various shows that are produced for local television in VACE’s fully equipped production facility as well as on location.

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education
Medical Programs

The Ventura Adult and Continuing Education Back Office Medical Assistant, Front Office Medical Assistant, and Front/Back Office Medical Assistant programs are designed to prepare students for entry-level employment in medical fields. These programs prepare students for opportunities in local physicians’ offices, clinics or other healthcare facilities.

The series of courses provides coherent and rigorous content aligned with academic standards and technical knowledge and skills. The content includes, but is not limited to, electronic medical records, the use of technology to develop communication skills, critical thinking and decision-making skills, the performance of medical office procedures and tasks, the production of quality work in efficient manners using business software applications, and the production of high quality employment portfolios and job-seeking documents. Graduates of these programs have all of the tools necessary to become successful and productive members of the allied health workforce.

The Pharmacy Technician program is a competency-based, hands-on instructional program to prepare students to assist pharmacists with preparing and dispensing medication in retail or hospital settings. The curriculum prepares the student for the Pharmacy Technician Certification Board (PTCB) exam and licensure.
CBEDS Code 4242 Preparing to Work in Therapeutic Services - Medical Office

Back Office Medical Assistant 19 weeks

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

Optional Course Enhancements:
- Interactive Anatomy Lab
- Internet Basics

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

Course Information:
The Back Office Medical Assistant performs clinical duties under the direction of a physician. The clinical duties may include vital signs, a medical history, preparing a patient for examination, drawing blood, or administering medication. The program is taught through the use of hands-on skill demonstrations and practice, video presentations, textbooks, and software tutorials. 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 pharmacology course presents the essentials of drug calculation and how different medications may affect the human body. In Venipuncture and Skin Puncture, the student learns how to collect blood or other laboratory specimens and prepare them for testing. Each student is also introduced to Electronic Medical Records on the iPad.

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

Employment Opportunities:
- Back Office Medical Assistant
- Chiropractic Assistant
- Optometric Assistant
- Veterinary Assistant

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education

Career Technical Education Medical Programs

CBEDS Code 4242 Preparing to Work in Therapeutic Services - Medical Office

Front/Back Office Medical Assistant 32 weeks

Elements:

- Anatomy and Physiology
- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- 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 and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Pharmacology 2
- Venipuncture and Skin Puncture Fundamentals
- Word Processing 1

Software: A.D.A.M® The Inside Story, Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

Course Information:

This is a competency-based, open-entry program to prepare students to be employed in either the front or back office of private medical practices or clinics. For the front office, students will learn medical terminology, law, ethics and bioethics, communication skills, electronic calculator, business English and math, medical insurance billing and coding of ICD-9-CM, ICD-10-CM, CPT, HCPCS, Medisoft, EMRs on pc and iPad, keyboarding, Microsoft Windows, Word, and Excel. For the back office, students will learn about vital signs, EKGs, procedure set-ups, venipunctures, injections, anatomy and physiology, basic lab procedures, essentials of pharmacology, EMR on the iPad, CPR and First Aid.

Notes: After completing the program, students are eligible to take the RMA® Certification Exam. This is a national exam for Medical Assistants. There is an additional fee for the exam that is not included in the cost of this 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.

Employment Opportunities:

- Front and 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

For Gainful Employment Disclosure Information, visit:  www.adultedventura.edu/gainful.html
Career Technical Education

CBEDS Code 4276 Preparing to Work in Health Informatics

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 and Bioethics
- Medical Records Management
- Medical Terminology
- Health Care Communications Skills
- Word Processing for Medical

Optional Course Enhancements:
- Accounting 1
- Internet Basics

Software: Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

Course Information:
This is a competency-based, open-entry program to prepare students to be in the front line of communication between patients and health care staff. Students learn medical terminology, medical insurance billing fundamentals, communications skills with lab, and business math. For the front office, students will learn medical terminology, law, ethics and bioethics, communication skills, electronic calculator, business English and math, medical insurance billing and coding of ICD-9-CM, ICD-10-CM, CPT, HCPCS, Medisoft, EMRs on pc and iPad, keyboarding, Microsoft Windows, Word, and Excel.

Employment Opportunities:
- Front Office Medical Assistant
- Hospital Admitting Clerk
- Medical Billing Clerk
- Medical Receptionist
- Medical Records Clerk
- Office Manager
- Optometric Office Assistant

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education

CBEDS Code 4255 Preparing to Work in Health Support Services

Pharmacy Technician

21 weeks

Elements:

- Calculations
- Computer Spreadsheet/Graphics for Medical
- Federal Law, Aseptic Techniques and 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

Optional Course Enhancements:

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

Software: Microsoft Word, Microsoft Excel, Visual Superscript (pharmacy software)

Course Information:

This is a competency-based, open-entry program to prepare students to assist pharmacists with preparing and dispensing medication in the retail or hospital setting. Students learn about medications, federal law, aseptic technique, dose calculations, medical terminology, medical insurance billing, and medical records management. Computer skills are acquired using Keyboarding Pro 4, Microsoft Word, Excel, and Visual Superscript, a pharmacy management software. The curriculum prepares students 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 background checks. Fees for photos, fingerprints, and registration are not included with the fees for the training programs.

The California State Board of Pharmacy requires students who apply for pharmacy technician licenses to file “Practitioner Self-Query Reports” and submit fingerprints with the applications. At the time of enrollment, VACE requires verification of a “report of no findings” on prospective students’ Self Query Response reports.

Employment Opportunities:

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

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
# Career Technical Education Program Fees

## 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. Course content and/or program length may be customized to meet the needs of individual students. Training may be purchased at a charge of $220.00 per week.

## Accounting Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Course Name</th>
<th>Weeks</th>
<th>Cost</th>
<th>Books</th>
<th>Other/Registration</th>
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<td>$4,000</td>
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<td>Computerized Financial Accounting</td>
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<td>$5,700</td>
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## Business Programs

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<th>Other/Registration</th>
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<td>Administrative Assistant</td>
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<td>Business Administration and Management</td>
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## Computer Applications/Graphics Programs

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<th>Books</th>
<th>Other/Registration</th>
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<td>Computerized Marketing Support Technician</td>
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<td>Web Business Graphics/Desktop Publishing</td>
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## Computer-Aided Drafting and Design Programs

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<th>Course Name</th>
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<th>Cost</th>
<th>Books</th>
<th>Other/Registration</th>
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<td>Computer-Aided Design Technician</td>
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<td>Solid Works Technician</td>
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## Computer Systems Technology Programs

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<th>Course Name</th>
<th>Weeks</th>
<th>Cost</th>
<th>Books</th>
<th>Other/Registration</th>
<th>Total</th>
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<tbody>
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<td>Microsoft Certified Systems Administrator</td>
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<td>38</td>
<td>$8,350</td>
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<td>Network Support Technician</td>
<td></td>
<td>32</td>
<td>$7,000</td>
<td>$388.28</td>
<td>$361.00</td>
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## Digital Multimedia Technician Programs

<table>
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<th>Course Name</th>
<th>Weeks</th>
<th>Cost</th>
<th>Books</th>
<th>Other/Registration</th>
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<tbody>
<tr>
<td>Digital Multimedia Technician</td>
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<td>$6,100</td>
<td>$328.39</td>
<td>$10</td>
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<tr>
<td>Studio Production Technician</td>
<td></td>
<td>38</td>
<td>$8,350</td>
<td>$328.39</td>
<td>$10</td>
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## Medical Programs

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<tr>
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<td></td>
<td>32</td>
<td>$7,000</td>
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<tr>
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<td>21</td>
<td>$4,600</td>
<td>$1,024.62</td>
<td>$80</td>
<td>$5,704.62</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td></td>
<td>21</td>
<td>$4,600</td>
<td>$1,062.99</td>
<td>$42</td>
<td>$5,704.99</td>
</tr>
</tbody>
</table>
High School Diploma, High School Equivalency, Adult Basic Education Programs

Diploma Program Overview

Ventura Adult and Continuing Education provides the opportunity to attain a high school diploma by concentrating on a few subjects at one time. Classes are free and are offered during the day and in the evening to accommodate a variety of schedules. Students may enter the program at any time throughout the year and work with friendly, knowledgeable, fully credentialed instructors to meet their goals.

Ventura Adult and Continuing Education is a fully accredited high school with a six-year clear WASC Accreditation granted in 2013.

All of the classes offered meet the requirements for high school. A list of the classes offered can be found under the “High School Class Offerings” heading.

Ventura Adult and Continuing Education High School offers a variety of academic approaches.

The VACE High School office is located in Room 227, Second Floor, 5280 Valentine Road. Office hours are Monday through Friday, 8 am to 5 pm.
How to Register for the High School Diploma/High School Equivalency Programs

Students who are 18 or older who are not currently enrolled in high school:

- Get an official (sealed) transcript from the last school in which you earned credits.
- Bring the transcript to VACE’s High School office during office hours and schedule an appointment to be held at a later date.

Students under 18 years of age who want to attend VACE full time:

- Must be referred through the VUSD Alternative Placement Committee
- Must obtain clearance cards from their prior high school and submit it to the Adult Education office before attending orientation
- Must attend orientations (with a parent or guardian if a minor)
- Must attend school from 8 am - 3 pm daily M-F

Concurrent students (those enrolled in a comprehensive high school):

- Must obtain recommendations for concurrent placement signed by the students, parents, and the high school counselors during a counseling session which specifies which class or classes the students need
- Must bring copies of the students’ high school schedules showing enrollment in at least six periods for comprehensive high schools and four periods for continuation schools
- Must attend orientations (with parents or guardians)

High School Class Offerings:

- Math: Math Intervention, General Math, Math Topics, Pre-Algebra, Algebra, Geometry
- English Language Arts: English 9, 10, 11, 12, English Language Arts Intervention, Reading I, Creative Writing, Fantasy Literature
- Science: Earth Science, Life Science
- Social Science: Geography, U.S History, World History, Economics, American Democracy, Criminal Justice, Psychology, Contemporary Issues, CA History, Sociology
- Health
- Applied Arts: Careers, Life Skills, Keyboarding, Computer Basics
- Fine Arts/ Foreign Language: Art I
- Test Prep: High School Equivalency Exams

Please call (805) 289-1749 ext 1230 between 8:00 am and 5:00 pm to schedule an appointment.
High School Equivalency Exam
Preparation Classes

California now offers more than one option for getting a high school equivalency certificate.

Preparation classes are free. However, you are encouraged to take official practice tests from the testing service, which cost $3.75 each. When you're ready, you'll also need to pay for the exam but you'll do that through the testing service, not through VACE.

How to register for classes:

Step One: Registration begins with assessment tests taken over two days:

Thursday evening: Room 224
Arrive at 6 pm and plan to stay until 9 pm.

Friday morning: Room 224
Arrive at 9 am and plan to stay until noon.

Step Two: After your assessment tests are completed, you will be scheduled for your first day of class, which will be no more than two weeks from then. Your first day begins with a brief orientation and then you will start class the same day.

VACE is an authorized test center for GED® and the HiSET.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>5280 Valentine Rd</td>
<td>228</td>
<td>MTWTh</td>
<td>8:00 am - 8:00 pm</td>
</tr>
<tr>
<td>Staff</td>
<td>5280 Valentine Rd</td>
<td>228</td>
<td>F</td>
<td>9:00 am - 2:00 pm</td>
</tr>
</tbody>
</table>

Adult Basic Education Job Training Programs

ENCORE Computer and Technology Training for Senior Job Seekers

ENCORE is a hands-on, FREE self-paced training program designed for the senior student. Follow written materials and receive help from a teacher as needed. It is not a traditional lecture class where you have to be at the same point as everyone else.

Anyone 50 years or older who wants a paid or volunteer job may attend this class. You may also learn computer skills for personal use. Stay in class as long as necessary. Maximum is 12 months when there is a waiting list. Use a classroom copy of the textbook or buy your own. Choose the modules you want and opt out of those you don’t:

- Career Development
- Job Seeking Skills
- General Math & English
- Office Machines & Telephones
- Keyboarding
- Internet Basics & Email
- Microsoft Office Programs: Word, Excel, Outlook, PowerPoint, Access

ENCORE is a partnership between Ventura Adult and Continuing Education, the Ventura County Area Agency on Aging, and the City of Ventura. Funding is provided by the Ventura County Adult Education Consortium.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payan/Dorn</td>
<td>646 County Square</td>
<td>MTF</td>
<td>8:00 am - 10:00 am</td>
</tr>
<tr>
<td>Payan/Dorn</td>
<td>646 County Square</td>
<td>MTF</td>
<td>10:00 am - 12:00 pm</td>
</tr>
<tr>
<td>Payan/Dorn</td>
<td>550 North Ventura</td>
<td>WTh</td>
<td>8:00 am - 10:00 am</td>
</tr>
<tr>
<td>Payan/Dorn</td>
<td>550 North Ventura</td>
<td>WTh</td>
<td>10:00 am - 12:00 pm</td>
</tr>
</tbody>
</table>

Call 289-7925 and ask about the next start date.
High School Diploma, High School Equivalency, Adult Basic Education Programs

Workforce Development Academy

Good jobs depend on people who can put knowledge to work. The Computers and Technology for Job Readiness courses taught at the Workforce Development Academy are designed to prepare job seekers for today’s labor market with adult basic literacy, numeracy, and computer skills offered in both book- and computer-based formats.

Students learn basic math, keyboarding, and computer applications, emphasizing the Microsoft Office Suite: Word, Excel, PowerPoint and Access. Students learn to use email and the Internet effectively. Workshops are conducted on resumes (electronic and hard copy), cover and thank-you letters, and business cards. Customized modules address job-seeking skills including interviewing, phone contacting, and networking for job searches. This program helps job-seekers improve existing skills or learn new ones.

Certificates of Completion are awarded to students who meet all course requirements. Successful graduates of the Workforce Development Academy are eligible for scholarships to attend the full-time Career Technical Education programs at VACE.

The Workforce Development academy is FREE to all adults ages 18 and older. There is a book or flash drive charge if students wish to purchase these items.

The Workforce Development Academy is a joint project of VACE, the Ventura Job and Career Center and the County of Ventura. It is approved for CalWORKS and veterans. Enrollment is open entry and depends on available space. Call today to reserve a place: 289-1744. Register at VACE’s Main Campus Monday through Thursday from 8 am to 7 pm and on Friday from 8 am to 5 pm.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schuette</td>
<td>Ventura Job &amp; Career Ctr</td>
<td>118</td>
<td>M-F</td>
<td>8:30 am - 12:30 pm</td>
</tr>
<tr>
<td>Payan</td>
<td>Ventura Job &amp; Career Ctr</td>
<td>118</td>
<td>M-F</td>
<td>1:00 pm - 5:00 pm</td>
</tr>
<tr>
<td>Vinson</td>
<td>Ventura Job &amp; Career Ctr</td>
<td>118</td>
<td>MW</td>
<td>5:15 pm - 8:15 pm</td>
</tr>
<tr>
<td>Vinson</td>
<td>Ventura Job &amp; Career Ctr</td>
<td>118</td>
<td>TTh</td>
<td>5:15 pm - 8:15 pm</td>
</tr>
</tbody>
</table>

Volunteer Paraeducator Training

Enroll in this free course where participants learn how to provide educational support as volunteers or paid paraeducators in schools operated by the Ventura Unified School District (VUSD).

Course topics include:
- Overview of school procedures
- Classroom management
- Safety and first aid
- Policies for children with special needs
- Operation of commonly-used school equipment
- Career growth opportunities in VUSD
- Job search preparation skills

The course is taught two evenings a week for four weeks in Ventura. The minimum age is 18 and there is no maximum age. It is entirely free and course materials will be provided.

Call 289-7925 to sign up.

Session 1: Jan 16 - Feb 15, 2018 (to be confirmed)
Session 2: Apr 10 – May 10, 2018

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>EP Foster Elementary School</td>
<td>10</td>
<td>TTh</td>
<td>6:00 pm - 9:00 pm</td>
</tr>
</tbody>
</table>
High School Diploma, High School Equivalency, Adult Basic Education Programs

Todd Road Jail Program
The Ventura County Sheriff’s Office, in cooperation with Ventura Adult and Continuing Education, provides educational programs for inmates residing at the Todd Road Jail in Santa Paula. Funding for these programs is provided by the Ventura County Adult Education Consortium through an Adult Education Block Grant and there is no charge to students.

Food Service and Hospitality Program
Students at the Todd Road Jail are offered an opportunity to complete up to 360 hours of the Food Service and Hospitality Program while they are incarcerated.

Admission requirements for each student:
• Be a resident inmate of Todd Road Jail; and
• Be referred by Inmate Services; and
• Be at least 18 years of age; and
• Possess a high school diploma or GED® or equivalent certificate or be concurrently enrolled in a high school equivalency class at the Todd Road Jail; and
• Be legally eligible for employment upon release; and
• Have a strong interest in working in the food service industry; and
• Be able to benefit from training.

Program Content and Length:
This program is organized into a sequence of certificates that can be earned over time. Students start with the Food Handler Certificate and continue depending on available time and their interests, abilities, and employment goals.

Food Handler Certificate
• Length: 21 hours
• Content: ServSafe® Food Handler course and assessment

Prep Cook Certificate
• Length: 281 hours
• Content: ServSafe® Food Handler course and assessment
• Module I Introduction to Culinary Arts

Line Cook Certificate
• Length: 360 hours
• Content: ServSafe® Food Handler course and assessment
• Module I Introduction to Culinary Arts
• Module II Garde Manger
• Module III Proteins and Fabrication
• Module IV Fundamentals of Baking
• Prep Cook Internship
• Module V Mentorship
• Module VI ServSafe® Food Manager Training and Certification Exam

Line Cook Internship
Students enrolled in the Food Service and Hospitality Program will learn job searching skills in the Re-Entry Action Planning and Work Readiness program. Upon their release, students are offered additional job placement assistance at VACE’s main campus.

Adult Basic and Secondary Education
Students who are resident inmates of Todd Road Jail and are referred by Inmate Services may attend the following programs:

High School Equivalency
English as a Second Language

Life Skills
Students who are resident inmates of Todd Road Jail and are referred by Inmate Services may attend the following programs:

• Anger Management
• Alcohol and Substance Abuse Treatment Basics
• Computer Literacy
• Re-Entry Action Planning and Work Readiness
Citizenship Preparation and Spanish Language Academics
Preparación para la ciudadanía y Académicos en español
All classes are free. Some classes require purchase of textbooks and/or testing fees.

Citizenship Preparation

US Citizenship
This class is for U.S. Permanent Residents who are ready to prepare for the U.S. Citizenship interview and exam. Subjects include American History and Government. Get help filling out the N-400 application. Practice for the exam and interview. Class is taught in English with study materials provided in Spanish, Arabic, Chinese, Tagalog, Vietnamese, and more. Basic English is necessary unless you are 50 years old or more and have been a U.S. Permanent resident for at least 20 years, or are 55 years old and have been a U.S. Permanent resident for at least 15 years.

Register in the VACE Main Office at least one week before the session begins.

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sep 25 - Dec 6, 2017</td>
<td>5200 Valentine Road</td>
<td>202</td>
<td>MW</td>
<td>6:30 - 8:30 pm</td>
</tr>
<tr>
<td>2</td>
<td>Jan 8 – Mar 14, 2018</td>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Apr 9 – June 11, 2018</td>
<td>Sheridan Way Elementary</td>
<td>202</td>
<td>MW</td>
<td>6:30 - 8:30 pm</td>
</tr>
</tbody>
</table>

Plaza Comunitaria Literacy Program

Spanish Language Elementary to High School Education
La Plaza Comunitaria de VUSD es un esfuerzo de colaboración con el Instituto Nacional para la Educación de Adultos de México (INEA) donde los adultos que hablan español (de 15 a 100 años de edad) pueden aprender de una amplia gama de habilidades desde el principio de la alfabetización hasta cursos de la escuela secundaria. La instrucción se ofrece en español y se ofrece cuidado de niños. Las clases se ofrecen en la Escuela Primaria Sheridan Way, en Salón 29 de 5 a 7 pm los martes, miércoles, y jueves.

Clases de preparación de exámenes que equivalencia de la High School

California ahora ofrece más de una opción para obtener su certificado de equivalencia de escuela secundaria.

Las clases de preparación son gratuitas. Se anima a los estudiantes a tomar exámenes oficiales de práctica del servicio de examinación, que cuestan $3.75 cada uno. Cuando esté listo, usted también tendrá que pagar por el examen, pero que va a hacer que a través del servicio de pruebas, no a través de VACE.

Para registrarse:

Primer Paso: Registración comienza con un examen evaluación que se toma en un periodo de dos días:

Jueves en la noche: Salón 224
Llegue a 6 pm y planeé en quedarse hasta las 9 pm.

Viernes en la mañana: Salón 224
Llegue a 9 am y planeé en quedarse hasta las 12 pm.

Segundo Paso: Después que su evaluación esté completa, usted será puesta en su primer día de clases, el cual no será más de dos semanas después. Su primer día comenzará con una Orientación y en este mismo día la clase comenzará.

VACE es un centro autorizado para examinación para el GED® y el HiSET.

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5280 Valentine Road</td>
<td>224</td>
<td>L MM</td>
<td>6:00 - 9:00 pm</td>
</tr>
</tbody>
</table>
English as a Second Language (ESL)

Learn English with a combination of traditional methods and modern technology! You will practice speaking, listening, reading, and writing with a teacher, and you will use the BurlingtonEnglish computer program for pronunciation practice.

The cost is $30 three times a year for BurlingtonEnglish. There is no textbook, no class fee, and no registration fee.

Step 1: Register
Register from 8 am to 5 pm, Monday through Friday, at 5280 Valentine Road, Room 227.

Step 2: Take an Assessment
Attend an assessment on Tuesdays from 7 pm to 9 pm or from 10 am to 12 pm on Friday at 5280 Valentine Road, Room 224. It takes approximately one hour. No children are allowed. Note: If you arrive after 8 pm on Tuesday or after 11 am on Friday, you will be asked to come back the following week.

After you register and test, you can learn the lessons that your classmates have already completed. Come to the BurlingtonEnglish Computer Lab on Fridays from 9 am to 12 pm. The teacher will give you your username and password and show you how to use the program. You can practice every Friday at school and/or at home until you go to orientation and begin your regular English class.

Step 3: Orientation
Attend Orientation at 5280 Valentine Road, Room 229. Orientation takes approximately an hour. No children are allowed. Bring your test result paper. All students, new and returning, need to attend Orientation.

Orientation Schedule and Class Start Dates

<table>
<thead>
<tr>
<th>Orientation</th>
<th>First Day of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 2, 6 to 8 pm</td>
<td>Monday, November 5, 2017</td>
</tr>
<tr>
<td>Friday, November 3, 9 to 11 pm</td>
<td></td>
</tr>
<tr>
<td>Thursday, January 25, 6 to 8 pm</td>
<td>Monday, January 30, 2018</td>
</tr>
<tr>
<td>Friday, January 26, 9 to 11 am</td>
<td></td>
</tr>
<tr>
<td>Thursday, April 12, 6 to 8 pm</td>
<td>Monday, April 16, 2018</td>
</tr>
<tr>
<td>Friday, April 13, 9 to 11 am</td>
<td></td>
</tr>
</tbody>
</table>

Classes begin in August and continue until June. We open the classes to new students several times during the school year. Students who begin after August will be joining a class already in progress.

ESL Classes on VACE Campus at 5280 Valentine Road
You can register for one or more of these classes.

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner English</td>
<td>MTWTh</td>
<td>9 am to 12 pm</td>
</tr>
<tr>
<td>Intermediate English</td>
<td>MTWTh</td>
<td>9 am to 12 pm</td>
</tr>
<tr>
<td>Advanced English</td>
<td>MTWTh</td>
<td>9 am to 12 pm</td>
</tr>
<tr>
<td>Beginner English</td>
<td>MTWTh</td>
<td>6 pm to 9 pm</td>
</tr>
<tr>
<td>Intermediate and Advanced English</td>
<td>MTWTh</td>
<td>6 pm to 9 pm</td>
</tr>
<tr>
<td>Conversation and Computer Lab</td>
<td>F</td>
<td>9 am to 12 pm</td>
</tr>
</tbody>
</table>

Use your own headset with microphone or buy a WebMic for $20.

ESL Classes at Other Locations
The instructor alternates teaching between two levels in one classroom. Instead of a book, each student pays $30 each session for BurlingtonEnglish. Register in class during class hours on the first day of each session.

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briggs Elementary</td>
<td>TTh</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>Sheridan Way Elementary*</td>
<td>MW</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>Will Rogers Elementary</td>
<td>MW</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>*free childcare provided</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Community Enrichment Classes

Fees are listed for each class. An annual $10 registration fee may also apply.

Dates, times, and sessions for classes subject to change.

Accounting Classes

Accounting Fundamentals and QuickBooks Pro

Upgrade your accounting skills, whether for home or business. Accounting is a precise discipline that requires knowledge of both basic concepts as well as computer applications. Learn to apply concepts using QuickBooks Pro. These subjects are taught as a series of individualized, self-paced courses.

Courses include:
- Accounting Concepts and Principles
- QuickBooks Pro (Prerequisite: Acctg 1)

Each subject is a separate course that may take more than one 10-week session to complete.

Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Jul 10 - Sep 18, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>Sep 25 - Dec 11, 2017</td>
</tr>
<tr>
<td>Session 3</td>
<td>Jan 8 - Mar 26, 2018</td>
</tr>
<tr>
<td>Session 4</td>
<td>Apr 9 - Jun 18, 2018</td>
</tr>
</tbody>
</table>

Instructor | Location | Room | Days | Time        |
-----------|----------|------|------|-------------|
Messier    | 5200 Valentine Road | 206  | M    | 6:00 - 9:00 pm |

AutoCAD Classes

AutoCAD Basics

Become a CAD drafter or upgrade your design skills. Learn professional quality drafting in two important areas: CAD 2D design and 3D solid models. Unleash your design creativity by building your computer skills in industrial design. These classes are imperative for dedicated CAD professionals as well as those seeking to enter the industry.

In AutoCAD Basics, you will learn:
- AutoCAD fundamentals
- Lines, shapes, and hatching
- Editing, text placement, and layers
- Parts creation and outputting

Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Jul 25 - Oct 10, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>No classes</td>
</tr>
<tr>
<td>Session 3</td>
<td>Jan 11 - Mar 15, 2018</td>
</tr>
<tr>
<td>Session 4</td>
<td>Apr 12 - Jun 14, 2018</td>
</tr>
</tbody>
</table>

Instructor | Location | Room | Days | Time |
-----------|----------|------|------|------|
Huston     | 5200 Valentine Road | 204  | Th   | 6:00 - 9:00 pm |
Community Enrichment Classes

AutoCAD Intermediate
Upgrade your CAD design skills. Continue to learn professional quality drafting in two important areas: CAD design software and solid modeling software. This course builds on the concepts learned in AutoCAD Basics.

In AutoCAD Intermediate, you will learn:
- Creating and inserting AutoCAD blocks
- Dimensioning and dimensioning variables
- Isometric drawing
- Creating and working with views

Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 25 - Oct 10, 2017
Session 2: No classes
Session 3: Jan 11 - Mar 15, 2018
Session 4: Apr 12 - Jun 14, 2018

Revit Architecture 2014 Basics
Built on the Revit platform for building information modeling (BIM), Autodesk Revit Architecture software is a building design and documentation system that supports all phases of design, construction documentation, and even fabrication.

From conceptual studies and analysis of a project’s development through the production of the most detailed construction drawings and schedules, Autodesk Revit Architecture helps deliver better coordination and quality across project phases and disciplines. Autodesk Revit Architecture contributes to better efficiency and higher profitability for architects, designers, and the rest of the building team.

This class will cover:
- Wall construction and styles
- Doors, windows, and roofs
- Component placement

Lab fee: $125 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 27 - Sep 16, 2017
Session 2: No classes
Session 3: Jan 8 - Mar 26, 2018
Session 4: Apr 9 - Jun 18, 2018

SolidWorks Basics
Prerequisite: Basic AutoCAD or professional equivalent.

Solid modeling will enhance and extend your industrial design capabilities. Learn the fundamentals of SolidWorks drawing commands involving 3-D solid modeling to produce high-end industrial models.

This class will cover:
- SolidWorks fundamentals
- 3D solid modeling
- Assemblies, production drawings, and industrial applications

Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 25 - Oct 10, 2017
Session 2: No classes
Session 3: Jan 9 - Mar 13, 2018
Session 4: Apr 10 - Jun 12, 2018
Community Enrichment Classes

Business and Computer Classes

Computer and Business Enrichment Classes
Now is the time to upgrade your business skills and learn new computer programs. Whether you use computers for your personal enjoyment, projects at home, or business applications, we have training options for you. Choose from a variety of applications in an individualized instructional program in our business and computer training classroom.

Business Subjects
• Business English
• Business Mathematics
• Electronic Calculators

Computer Subjects
• Basic Introduction to Computing—This course is for novice computer users taking their first computer classes. Learn basic tasks using Windows, typing with word processor software, navigating the Web, and working with email.
• Microsoft Windows—Starting with an overview of computer hardware and software, the course teaches how to run application programs, move and size windows, save and print, use Windows online Help, and organize and maintain files.
• Microsoft Office, A Basic Introduction—An easy, fun way to learn the basics of word processing, spreadsheet, database and presentation software with hands-on projects that fit your daily life.
• Microsoft Excel, Beginning through Intermediate—Learn to work with spreadsheets and workbooks, create formulas, use charts and other objects to enhance a spreadsheet, integrate data with other applications, and much more.
• Microsoft Word, Beginning through Advanced—Begin by learning basic techniques for working with documents, text, pictures and charts. Learn advanced features such as macros and creating forms, creating tables, using mail merge and collaborating with workgroups.
• Microsoft Power Point—Learn to create and customize a presentation, work with visual and sound elements, edit text, manage files, deliver and modify presentations.
• Keyboarding—Develop touch-typing accuracy and speed.

Each subject is a separate course that may take more than one 10-week session to complete.
Community Enrichment Classes

Lab fee $75 per 10-week session, plus cost of book. Certificate upon completion.

Tuesdays
Session 1: Jul 11 - Sep 19, 2017
Session 2: Sep 26 - Dec 12, 2017
Session 3: Jan 9 - Mar 13, 2018
Session 4: Apr 10 - Jun 12, 2018

Thursdays
Session 1: Jul 13 - Sep 14, 2017
Session 2: Sep 28 - Dec 14, 2017
Session 3: Jan 11 - Mar 15, 2018
Session 4: Apr 12 - Jun 15, 2018

Microsoft Office Review Classes!
Want to kick up your Office skills? Attend hour-long sessions in our Microsoft Office Boot Camp class presented by Susan Vinson. Sessions run every Thursday from 4 pm to 5 pm. Join us for this FREE series of classes!

The sessions consist of lecture, practice, and slide shows on popular Office topics.
Call for current session dates

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schuette</td>
<td>5200 Valentine Road</td>
<td>207</td>
<td>T</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>Young</td>
<td>5200 Valentine Road</td>
<td>207</td>
<td>Th</td>
<td>6:00 - 9:00 pm</td>
</tr>
</tbody>
</table>

Computer Graphic Classes
Adobe Photoshop Basics
Learn to edit and manipulate computer graphic images for output to print, video, and the internet. This course will instruct students on the creation of images, the use of special effects and filters, and the basic animation of graphic images and video. Students will also learn importing and exporting files and programs, evaluating compatibility issues, and creating images using digital cameras, digital video and scanners.

Basic computer operations will NOT be covered.

Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

<table>
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<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
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<tbody>
<tr>
<td>Vinson</td>
<td>5200 Valentine Road</td>
<td>202</td>
<td>Th</td>
<td>4:00 - 5:00 pm</td>
</tr>
</tbody>
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<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sigerist</td>
<td>5200 Valentine Road</td>
<td>106</td>
<td>Th</td>
<td>6:00 - 9:00 pm</td>
</tr>
</tbody>
</table>
Medical Classes

Medical Terminology
This course is an introduction to medical terminology in a lecture-based setting. Lessons include how to build and interpret medical terms by using prefixes, suffixes and root words. Students learn how the terms are related to the different body systems as part of basic anatomy and physiology. This course will improve your understanding of terms for your present job and/or help you build vocabulary to communicate with doctors and other medical professionals.
Lab fee $125 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 11 - Sep 19, 2017
Session 2: Sep 26 - Dec 12, 2017
Session 3: Jan 9 - Mar 13, 2018
Session 4: Apr 10 - Jun 12, 2018

Instructor Location Room Days Time
Resler/Loest 5200 Valentine Road 206B T 6:00 - 9:00 pm

Medical Office
Prepare for an exciting career in the medical industry. A wide range of class offerings that open windows of opportunity for people who want to move into medical office work or upgrade their skills. Length of course depends on content and degree of difficulty. The following courses are available:

- Medical Insurance Billing (Prerequisite: Medical Terminology)—Learn the latest computerized billing methods
- Medical Coding (Prerequisites: Medical Terminology and Medical Insurance Billing)—Learn current industry-standard coding procedures
- Medical Filing—Learn standard accepted practices in medical offices for maintaining records
- Medical Law and Ethics—Learn the fundamental expectations of the medical industry for proper procedures

Each subject is a separate course that may take more than one 10-week session to complete.

Note: Medical Terminology is a prerequisite course to be taken before Medical Billing and Medical Coding.
Lab fee $95 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 11 - Sep 19, 2017
Session 2: Sep 26 - Dec 12, 2017
Session 3: Jan 9 - Mar 13, 2018
Session 4: Apr 10 - Jun 12, 2018

Instructor Location Room Days Time
Staff 5200 Valentine Road 206B T 6:00 - 9:00 pm
Art – Creative Arts
Join the fun in this hands-on introduction to creative sewing and other types of hand crafts. Learn to use your talents to produce hand-crafted items, including a unique method for sewing paper!

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<tr>
<th>Instructor</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>Sargent</td>
<td>Ventura Avenue Adult Center</td>
<td>T</td>
<td>9:00 am - 12:00 pm</td>
</tr>
</tbody>
</table>

Art – Drawing and Painting in Watercolor, Oil, and Acrylic
Painting in oil, acrylic, and water color. Express creative talents! Specialized instruction by an exceptional artist is available to help with composition, technique and color. Beginning through advanced levels are all welcome. Students provide their own materials.

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<tr>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>Klement</td>
<td>Silvercrest Residences</td>
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<td>1:00 - 4:00 pm</td>
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<td>Klement</td>
<td>Chapel Lane Senior Apts</td>
<td>W</td>
<td>1:00 - 4:00 pm</td>
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</table>

Band – Ventura County Concert Band
The VCCB is both a performing musical group and an instructional program. It is designed to provide musicians opportunities to continue utilizing and improving their musical skills through participation in regularly scheduled instruction and rehearsals. The band performs a wide variety of the finest band literature including marches, Broadway show tunes, familiar classics, swing, and novelties. These entertaining programs receive widespread, popular, and enthusiastic community support.

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<tr>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>Judd</td>
<td>Buena High School</td>
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<td>7:00 - 10:00 pm</td>
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Ventura County Concert Band
Join us for our 52nd year!
2017–18 FREE CONCERTS will be held at 3:00 pm at the Ventura High School Auditorium on the following Sundays:
November 12, 2017; January 28, 2018; March 18, 2018; June 3, 2018.

Lifelong Learning for Savvy Seniors
FREE to those over age 60 (proof of age and residence may be required)
Under age 60: FEES $2/hour. $5/hour drop in rate plus annual $10 registration fee
Fall Session starts September 11, 2017; Winter Session starts January 8, 2018; Spring Session starts April 9, 2018
Chorus – Gold Coast Concert Chorus
Have fun while learning professional singing techniques and preparing for public performances led by the inimitable Elizabeth Helms. This class is open to men and women of all ages. It is a collaboration between Ventura Adult and Continuing Education and Gold Coast Concert Chorus.

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<tr>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>Groeneveld</td>
<td>5200 Valentine Rd</td>
<td>RHCR</td>
<td>M</td>
<td>6:00 - 10:00 pm</td>
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Chorus – Pacific Sound Chorus
Join us in an atmosphere that is both fun and extremely rewarding. Learn proper vocal and reathing techniques and four-part harmony while singing a capella style. This class is open to men and women of all ages and is a collaboration between Ventura Adult and Continuing Education and Pacific Sound Chorus.

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<thead>
<tr>
<th>Instructor</th>
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<td>Reed</td>
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<td>7:00 - 10:00 pm</td>
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Chorus – Ventura Choraliers
The Ventura Choraliers is a mixed chorus composed of men and women who love to sing music of all types: Broadway stage, country, folk music, and a variety of other genres. This class, taught by a professional musician, offers the unique opportunity to build camaraderie with others who love to sing.

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<tr>
<th>Instructor</th>
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<td>Reed</td>
<td>5200 Valentine Rd</td>
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<td>T</td>
<td>1:30 - 3:30 pm</td>
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Health Literacy – Engaging the Elderly
Activities in these classes provide range of motion exercises, basic skills for self mobility, and reality orientation through the use of music, singing, stories, news items, discussion and crafts.

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<th>Instructor</th>
<th>Location</th>
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<td>Montgomery</td>
<td>Silvercrest Residences</td>
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<td>1:00 - 4:00 pm</td>
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</table>

Lifelong Learning for Savvy Seniors
Parenting, Family, and Consumer Education

Clothing Construction – Needle Arts and Sewing
Embroidery and smocking are just two of the many needle arts you can learn in this diverse and exciting class. Learn to use the sewing machine and serger. Work with patterns and designs to individualize your wardrobe. Create new clothes with alterations. Save money on family clothing and make your own store-quality clothing. Use our state-of-the-art embroidery machine to design a logo or enhance a sewing project! Students supply their own materials. Some sewing machines are available in class.

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<th>Instructor</th>
<th>Location</th>
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<td>Dress</td>
<td>Buena Vida Apartments</td>
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<td>9:00 am - 12:00 pm</td>
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Clothing Construction – Quiltmaking
Learn about quilting, wearable art, and related crafts. Design and create decorative quilts of all sizes. Machines and cutting tables are available in class. Students provide their own materials.

Fee: $120

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<th>Instructor</th>
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Spanish – Beginning Level for Educators, Parents and Community Members
In this course adult students will take the first steps at speaking and understanding Spanish in a fun and low-pressure environment. Using an online storytelling program which emphasizes comprehension and conversation, students will acquire basic grammar and vocabulary that will help them communicate with Spanish-speaking K-12 students, parents, and others.

Starts Sept 19, 2017, and continues through May 2018. New students may join at any time.

Tuesdays (Beginning Level) starts on Sep 19, 2017

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<tr>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
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<tr>
<td>Rodrigues</td>
<td>5280 Valentine Road</td>
<td>225</td>
<td>T</td>
<td>4:00 - 5:45 pm</td>
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</table>

Spanish – Conversational
¿Por qué hablar Español? This class is designed for individuals interested in maintaining and/or improving their ability to speak and understand contemporary Spanish. Through vocabulary development, grammar, reading exercises and guided practice, students learn the essentials thereby enhancing travel experiences and interacting locally. This class is not intended to prepare you to function bilingually in the workplace. Basic knowledge of Spanish is recommended. ¡Adelante!

Fee: $60 per 10-week session

<table>
<thead>
<tr>
<th>Session 1: Sep 16 - Dec 2, 2017</th>
<th>Instructor</th>
<th>Location</th>
<th>Room</th>
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<th>Time</th>
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<tr>
<td>Session 2: Jan 13 - Mar 17, 2018</td>
<td>Martz</td>
<td>5200 Valentine Road</td>
<td>201</td>
<td>F</td>
<td>9:30 am - 12:00 pm</td>
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<tr>
<td>Session 3: Apr 14 - Jun 16, 2018</td>
<td>Martz</td>
<td>5200 Valentine Road</td>
<td>201</td>
<td>F</td>
<td>9:30 am - 12:00 pm</td>
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</tbody>
</table>
Yoga – Healthy Living Through Yoga
Yoga classes are designed to increase flexibility, strength, balance, coordination and awareness. Practice a variety of yoga postures, adapted to accommodate all fitness levels. Learn to manage stress through visualization, breathing and relaxation techniques.

Fees (per quarter):
- Mondays $50 Fall; $45 Winter; $50 Spring
- Tuesdays $50 Fall; $50 Winter; $50 Spring
- Wednesdays $45 Fall; $50 Winter; $50 Spring
- Thursdays $50 Fall; $50 Winter; $50 Spring

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<tr>
<th>Instructor</th>
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<th>Room</th>
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<th>Time</th>
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<td>Thurston</td>
<td>5200 Valentine Road 104</td>
<td>M</td>
<td>4:00 - 5:30 pm</td>
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<tr>
<td>Wilson</td>
<td>5200 Valentine Road 104</td>
<td>T</td>
<td>5:30 - 7:00 pm</td>
<td></td>
</tr>
<tr>
<td>Thurston</td>
<td>5200 Valentine Road 104</td>
<td>W</td>
<td>4:00 - 5:30 pm</td>
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<tr>
<td>Thurston</td>
<td>5200 Valentine Road 104</td>
<td>Th</td>
<td>5:30 - 7:00 pm</td>
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</table>
Workplace Skills and Functional Academics

The Arc of Ventura County Program
The Arc of Ventura County, in cooperation with Ventura Adult and Continuing Education, provides programs for individuals with intellectual and developmental disabilities. Study areas include life skills, functional academic, community access, and workplace skills. For information, contact the Arc of Ventura County at 650-8611.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Sawyer/Wilson</td>
<td>The Arc of Ventura County</td>
<td>MWFTH</td>
<td>8:00 - 11:00 am</td>
</tr>
<tr>
<td>Sawyer/Wilson</td>
<td>The Arc of Ventura County</td>
<td>MWFTH</td>
<td>11:30 am - 2:30 pm</td>
</tr>
<tr>
<td>Sawyer/Wilson</td>
<td>The Arc of Ventura County</td>
<td>MWFTH</td>
<td>7:45 - 11:30 am</td>
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<tr>
<td>Sawyer/Wilson</td>
<td>The Arc of Ventura County</td>
<td>MWFTH</td>
<td>12:00 - 3:45 pm</td>
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</table>

Community Access Skills and Functional Academics

This class is designed to assist adult students with intellectual, emotional, physical, or developmental limitations to increase awareness of their own strengths and abilities. Activities are designed to develop communication, self-care, daily living, reading, writing, and computational skills. Students learn to utilize community resources for greater independence within the community and at home.

<table>
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<tr>
<th>Instructor</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sawyer</td>
<td>The Arc of Ventura County</td>
<td>MF</td>
<td>8:30 am - 2:30 pm</td>
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</tbody>
</table>

Life Skills and Functional Academics

This program provides life skills training for adults with intellectual and developmental disabilities to promote a more independent lifestyle. Training targets self-care skills, values, grooming, communication, money management, shopping, utilizing community resources, cooking, socialization, community access skills, and basic functional academics.

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<th>Instructor</th>
<th>Location</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Wilson</td>
<td>The Arc of Ventura County</td>
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<td>8:00 am - 12:00 pm</td>
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<td>Wilson</td>
<td>TIL</td>
<td>M</td>
<td>5:45 pm - 7:30 pm</td>
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</tbody>
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Thank You ...
Companies Hiring Our Graduates!

**Training That Gets the Job!**

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<th>Accountemps</th>
<th>Lisa Wong, L.Ac</th>
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<tr>
<td>ACM Computers</td>
<td>Lorenzo Walker, MD</td>
</tr>
<tr>
<td>Adam Sherman, M.D.</td>
<td>Loma Vista Family Practice</td>
</tr>
<tr>
<td>Advantage Physical Therapy</td>
<td>Los Robles Podiatry Group</td>
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<td>LPL Financial</td>
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<td>All Cats Clinic</td>
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<td>Amgen</td>
<td>Marriott Beach Hotel</td>
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<td>Anacapa Surgical Group</td>
<td>Medicine Shoppe</td>
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<td>Apria Health Care</td>
<td>Medtronics</td>
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<td>Art Glass Millworks</td>
<td>Merlin’s Medical Supply</td>
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<td>Borla Performance Industries</td>
<td>Ojai Valley Hospital</td>
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<td>Bradley, Bentley &amp; Wilson</td>
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<td>BuenaVista Shutters</td>
<td>OMAC Pharmacy</td>
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<td>California Retinal Consultants</td>
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<td>Camarillo Cardiology Group</td>
<td>Pacific Physical Therapy</td>
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<td>CAPS (Community Access Partners) TV</td>
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<td>CardService</td>
<td>Paychex</td>
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<td>Perfect Products</td>
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<td>Performance Group</td>
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