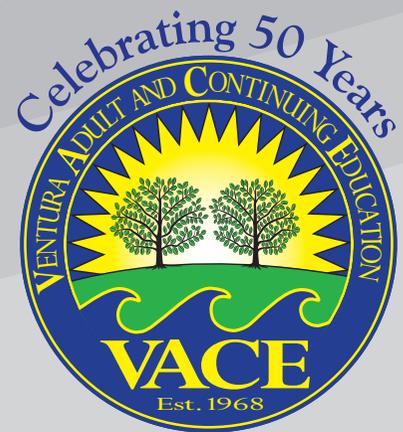


Ventura Adult and Continuing Education

VACE



2018 - 2019

CATALOG

Ventura Adult and Continuing Education

Explore new careers or upgrade your skills!

V

Career Technical Education

- 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

A

High School Diploma and High School Equivalency

C

Adult Basic Education

English as a Second Language

Citizenship Preparation

Computer Literacy Training

E

Community Enrichment Classes

Adults with Disabilities

Lifelong Learning for Savvy Seniors

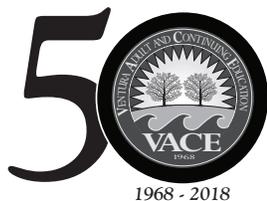
Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2013 for six years.



Table of Contents

Ventura Adult and Continuing Education		Career Technical Education Computer Applications	
Institutional Information	2	and Graphics Programs.....	34
Ventura Unified School District Information	3	Graphics for Web and Print	35
School Information	4	Microsoft Office Professional.....	36
Locations.....	6	Career Technical Education	
Calendars	7	Computer Systems Technology Programs.....	37
Enrollment Information.....	11	Computer Support Technician	38
Policies and Procedures	11	Network Security Technician	39
Career Technical Education.....	14	Network Systems Technician	40
Career Technical Education		Career Technical Education	
Policies and Procedures	15	Digital Multimedia Technician Programs.....	41
Career Technical Education		Digital Multimedia Technician.....	42
Testing Services.....	18	Studio Production Technician.....	43
Career Technical Education		Career Technical Education	
Support Services	19	Medical Programs	44
Career Technical Education		Back Office Medical Assistant	45
Financial Aid	20	Front Office Medical Assistant.....	46
Ventura Adult and Continuing Education		Front/Back Office Medical Assistant	47
Career Technical Education Programs	23	Pharmacy Technician	48
Career Technical Education		Career Technical Education Program Fees	49
Accounting Programs	24	Todd Road Jail Program	50
Accounting Clerk	25	Food Handler Certificate.....	50
Computerized Financial Accounting.....	26	Prep Cook Certificate	50
Career Technical Education		Line Cook Certificate	50
Business Programs.....	27	High School Diploma, High School Equivalency,	
Administrative Assistant	28	Adult Basic Education Programs	51
Business Administration.....	29	Citizenship Preparation and	
Business Administration and Management.....	30	Spanish Language Academics	55
Career Technical Education		English as a Second Language.....	56
Computer-Aided Design Programs.....	31	Community Enrichment Classes.....	57
3D Modeling and Design Drafter	32	Lifelong Learning for	
Computer-Aided Design Drafter	33	Savvy Seniors.....	61
		Parenting, Family, Consumer Education Programs	63
		Adults with Disabilities	65
		Class Listings	66

*Celebrating 50 Years of
Excellence in Adult Education*



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 / Facsimile 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 offers 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 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

Sabrena Rodriguez, President
Jackie Moran, Vice President
Matt Almarez, Board Member
Dr. Jerry Dannenberg, Board Member
Velma Lomax, Board Member

Administration

Dr. Jeff Baarstad, Interim Superintendent
Dr. Jeff Davis, Assistant Superintendent
Betsy George, Assistant Superintendent
Danielle Cortes, 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

Dennis Huston
Teaching Credential, State of California

Jeffrey Albaugh
MA, Pacifica Graduate Institute

Gisela Martinez
AA, Ventura College
AS Santa Barbara City College

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

Kay Miller
MA, California State University, Northridge

Scott Collins
Teaching Credential, State of California

Rich Sigerist
AA, Ventura College

Hai Dinh
Teaching Credential, State of California

Christine Wilson
BA, Flagler College

Dawne Hamilton
Teaching Credential, State of California

Kathy Yeomans
BA, University of California, Santa Barbara

Brian Harrison
MCSA, Teaching Credential, State of California

Claudia Young
AS, Moorpark College

Kari Hoffman
BA, California State University, Channel Islands

Part-time Instructional Staff

Jane Advani
BS, Northland College

Joslynn Browne
BS, Westmont College

Jim Browne
MA, California State University, Fresno

Michael Chilton
BA, University of California, Santa Cruz

School Information

Part-time Instructional Staff (continued)

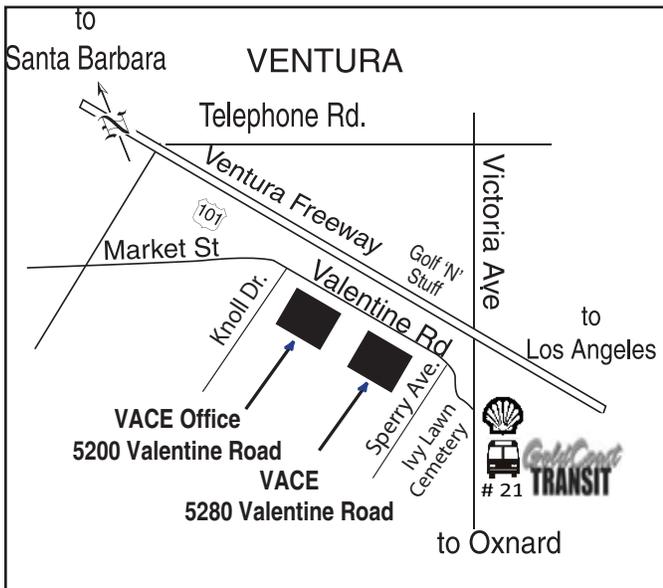
Pat Doler <i>Teaching Credential, State of California</i>	Deborah Resler <i>AA, Long Beach Community College</i>
Cindy Dorn <i>AA, Fullerton College</i>	Cliff Rodrigues <i>MA, University of Southern California</i>
Kay Giles <i>BA, JD, University of California, Berkeley</i>	Abbe Sargent <i>BA, Ateneo de Manila University Loyola Schools</i>
Vance Griffin <i>BA, Livingstone College, North Carolina</i>	Jan Schuette <i>BA, California State University, Northridge</i>
Scott Groeneveld <i>M.Ed, American College of Education, Chicago</i>	Michael Smith <i>BA, California State University, Northridge</i>
Sam Harley <i>BSc, State University of New York, New Paltz</i>	Megan Swearingen <i>MA, California State University, Northridge</i>
Julie Judd <i>PhD, University of South Florida</i>	Lynne Thurston <i>BS, Wayne State University</i>
Judy Klement <i>Teaching Credential, State of California</i>	Larry Tobe <i>BA, California State University, Northridge</i>
John Loest <i>BSN, California State University, Chico</i>	Amy Tyrrell <i>Teaching Credential, State of California</i>
Jackie Lopez <i>Teaching Credential, State of California</i>	Susan Vinson <i>BA, Wichita State University</i>
Susan Martz <i>M.Ed., University of Pittsburgh</i>	Mary Wilson <i>BA, Ripon College</i>
Rosa Navarro <i>BA, California State University, Channel Islands</i>	
Barbara Reed <i>MA, California State University, Los Angeles</i>	

Support Staff

Frank Ayala, Custodian	Javier Perez, Custodian
Valerie Gaona, Accounting Technician	Tim Oglesbee, Studio Production Technician
Kendall Griffin, Attendance Technician	Dee Sierra-Steyer, Paraeducator
Carol Ives, Paraeducator	Vicki Stiffler, Vocational Enrollments
Angie Manzo-Varela, School Support Secretary	Halyna Turchyn, Assessment Technician
Leticia Murillo, Billing Services	Carla Valdez, Paraeducator
Summer Nicol, Special Projects Technician	Kathy Walker, Special Assistant
Myra Nunley, Financial Aid Technician	Todd Walker, Custodian

Locations

Where to Find Us



VACE is a non-smoking campus.

Ventura Adult and Continuing Education Administrative Office

5200 Valentine Road
8 am-7 pm, M-Th
8 am-5 pm F
(805) 289-1744
FAX: (805) 289-7931

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

Class Locations

America's Job Center of California	The Arc	5103 Walker Street
..... 2901 N. Ventura Rd, Oxnard	Todd Road Jail	600 Todd Road, Santa Paula
Briggs Elementary School... 14438 Telegraph Road, Santa Paula	Ventura Adult Education Center ..	5200-5280 Valentine Road
Buena High School..... 5670 Telegraph Rd	Ventura Avenue Adult Center.....	550 N. Ventura Avenue
Chapel Lane Senior Apartments..... 11122 Snapdragon Street	Ventura County Area Agency on Aging	
Cypress Place 646 County Square Drive, #100	
EP Foster Elementary School	Ventura High School.....	2 N. Catalina Street
Sheridan Way Elementary School.....	Telemark Building	4601 Telephone Road, #118
Silvercrest Residences	Will Rogers Elementary School.....	316 Howard Street
750 Petit Avenue		

Bus Passes

VACE's Administrative Office at 5200 Valentine Road, Suite 101, sells Gold Coast Transit 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.

2018 - 2019 Holidays and Events

July 2-6	Summer Recess	December 24-Jan 4	Winter Recess
July 4	Independence Day	January 21	Martin Luther King, Jr. Day
August 20 and 21	No classes	January 28	No classes
August 30 and 31	No classes	February 11	Lincoln's Birthday
September 3	Labor Day	February 18	Presidents' Day
September 10	No classes	April 1 - April 5.....	Spring Recess
September 17	Constitution Day	April 19.....	Board Holiday
October 22-26.....	Fall Recess	May 27.....	Memorial Day
November 12.....	Veterans' Day Observed	June 24-28.....	Summer Recess
November 19-23	Thanksgiving Holiday		

Calendars



Ventura Adult and Continuing Education

July 2018 - June 2019

Career Technical Education - 215 Days

July 2018 (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (16)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
2-6	Summer Break
4	Independence Day

August	
20, 21	No Classes – Inservice
30-31	No Classes

September	
3	Labor Day
10	No Class
17	Constitution Day

October	
22-26	Fall Break

November	
12	Veteran’s Day Observed
19-21	No Classes
22	Thanksgiving Day
23	No Classes

December	
24-31	Winter Break

January	
1-4	Winter Break
21	M.L. King Day
28	No Classes - Inservice

February	
11	Lincoln’s Birthday
18	Presidents’ Day

March	
-------	--

April	
1-5	Spring Break
19	Board Holiday

May	
27	Memorial Day

June	
24-28	Summer Break

January 2019 (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 (16)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

revised 3/2/2018

Calendars



Ventura Adult and Continuing Education

HSD HSE ABE ESL - 185 Days

July 2018 - June 2019

July 2018 (0)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (10)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (19)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (18)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

- 2-27 Summer Session
- 4 Independence Day

August

- 20-21 No Classes – Inservice
- 22 Classes start

September

- 3 Labor Day
- 10 No Classes – Inservice

October

- 22-26 Fall Break

November

- 12 Veteran's Day Observed
- 21 No Classes
- 22 Thanksgiving Day
- 23 No Classes

December

- 24-31 Winter Break

January

- 1-4 Winter Break
- 21 M.L. King Day
- 28 No Classes - Inservice

February

- 11 Lincoln's Birthday
- 18 Presidents' Day

March

April

- 1-5 Spring Break
- 19 Board Holiday

May

- 27 Memorial Day

June

- 14 No Class - Inservice
- 17 Proposed Summer School
- 21 Proposed Graduation

January 2019 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019 (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019 (16)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (10)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Calendars



Ventura Adult and Continuing Education

Lifelong Learning and Consumer Education

July 2018 - June 2019

July 2018 (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (23)						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (16)						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (16)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
No Classes	

August	
No Classes	

September	
3	Labor Day
3-5 No Classes	
10	No Class

October	
22-26 Fall Break	

November	
12	Veteran's Day Observed
19-21 No Classes	
22	Thanksgiving Day
23 No Classes	

December	
24-31 Winter Break	

January	
1-4 Winter Break	
21	M.L. King Day

February	
11	Lincoln's Birthday
18	Presidents' Day

March	

April	
1-5 Spring Break	
19	Board Holiday

May	
27	Memorial Day

June	
24-28 Summer Break	

January 2019 (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 (16)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Session 1: Sep 6 to Dec 10

Session 2: Dec 17 to Mar 25

Session 3: Apr 8 to Jun 21

Calendars



Ventura Adult and Continuing Education

Evening Community Enrichment

July 2018 - June 2019

July 2018 (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (23)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (16)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
2-6	Summer Break
4	Independence Day

August	
30-31	No Classes

September	
3	Labor Day

October	
22-26	Fall Break

November	
12	Veteran's Day Observed
19-21	No Classes
22	Thanksgiving Day
23	No Classes

December	
24-31	Winter Break

January	
1-4	Winter Break
21	M.L. King Day

February	
11	Lincoln's Birthday
18	Presidents' Day

March	
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April	
1-5	Spring Break
19	Board Holiday

May	
27	Memorial Day

June	
24-28	Summer Break

- Session 1: Jul 9 to Sep 21**
- Session 2: Sep 24 to Dec 17**
- Session 3: Jan 7 to Mar 25**
- Session 4: Apr 8 to Jun 17**

January 2019 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019 (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 (16)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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 49. 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 offices.

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, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Their telephone number is 770-396-3898 / FAX: 770-396-3790, www.council.org.

Policies and Procedures

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/board/SuperintendentBoard/BOARDOFEDUCATION/BoardPolicies.aspx. Copies of the policy are also available at the Administrative Office.

The Governing Board affirms the right of every student to attend a school that is safe and secure.

All persons are to be treated with dignity and respect; therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur.

These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts 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.

Definition

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 necessarily 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, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

a. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above

b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

c. Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises 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. (Education Code 48900(r))

The Board recognizes that some acts of bullying may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, school site, or district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a pupil in any of grades 4 to 12, inclusive for conduct that amounts to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

Reporting Violations of this Policy

The principal or principal's designee at each school shall be responsible for receiving complaints alleging violations of this policy. All staff is expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Board requires that staff follow district and school procedures for reporting alleged acts of bullying.

Policies and Procedures

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each school or at the district office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected.

(cf. 5145.7 Harassment Grievance Procedure)

Students are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student who was bullied believes the situation has not been remedied, she/he may file a complaint in accordance with district procedures. Students are to be informed annually of the process by which they may report bullying or harassment.

Retaliation is Prohibited

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited.

Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

Confidentiality

An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible.

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 the 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)

Policies and Procedures

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.

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

Career Technical Education

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 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
- 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
- Most programs approved for Veterans

Career Technical Education

Policies and Procedures

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[®]s, or equivalent, have career technical education objectives, and can benefit from training. Proof of high school diploma, General Equivalency Development (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, 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

VACE 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. A formal assessment longer than five days may be requested on a case-by-case basis.

Transfer Policies

Transferring 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
Scrubs/lab coats for medical students
Business shoes and socks
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:

All Students:

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

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.

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.

Smoking Policy

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

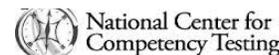
Testing Services Available to Students and the Public

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 289-1744 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 2018-2019 are July 9, 2018, September 17, 2018, November 5, 2018, January 7, 2019, March 11, 2019, May 13, 2019, and July 8, 2019, at 6 pm.

Career Technical Education

Testing Services

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.

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, computers for résumé 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.

Job Search workshops provide up to date information in application and résumé preparation, traditional and non-traditional job search methods, effective interviewing techniques, salary negotiation, and keys to career success. One-on-one follow up counseling is available in each of these areas as needed. Each student is also required to participate in a videotaped mock interview with Kay Miller prior to graduation.

Ongoing placement assistance is provided following graduation, including, but not limited to: notification of job leads, referrals to prospective employers for externships and/or job openings, interview preparation, and salary negotiation coaching. Graduates are also invited to attend weekly Job Club meetings. Topics covered may include portfolio preparation, assistance with setting up a professional LinkedIn profile, follow-up on interviews, and developing job leads through effective networking techniques.

The Placement Center is staffed by Kay Miller, Work Transition Instructor, and Summer Nicol, Special Projects Technician. Together they have over 50 years of experience as vocational and career counselors, working with high school students as well as adults. Ms. Miller is also a Certified Rehabilitation Counselor, assisting individuals with various disabilities return to gainful employment. She has a Master's degree in Educational Psychology, Counseling and Guidance.

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

The Placement Center staff is also active in the business community, Western Ventura County Employer Advisory Council, 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.

Support Services Available to Students**Improve Job-Seeking Skills**

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

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
- Software designed to enhance low vision, build vocabulary, and read scanned text
- Master a one-handed keyboard

Federal Pell Grants - Student Loans - 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@adulthoodventura.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 high school equivalency 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:



Financial Aid Available
to meet your needs

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 2018-2019 is \$6,095, 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 2018-2019 Award Year is fixed at 5.05%. 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 2018-2019 Award Year is fixed at 5.05% 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 2018-2019 Award Year is fixed at 7.60% 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—independent students report yours (and, if married, your spouse's); if you're a dependent student, yours and your parent's.

- Apply online for FAFSA on the Web: www.fafsa.ed.gov (Prior information from 2017-2018 should already be displayed in the 2018-2019 application.) Review and update as necessary.
- A username and password let 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. 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 2018-2019 Award Year, the student will need 2016 income as well as the “parent’s 2016 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 2016 IRS income tax information into the FAFSA. After the tool allows usage, your name will be displayed. Input information as necessary. If you can’t use the Data Retrieval Tool, you will need to order a tax return transcript from the IRS.
- VERY IMPORTANT: When you input the address, only use the address that you reported on the most recent IRS Tax Return. Do not use punctuation in your address.
- 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 Education school code: 030847 to the FAFSA application.
- Make an appointment with an Admissions counselor to determine your program choice. He or she will give you a checklist 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

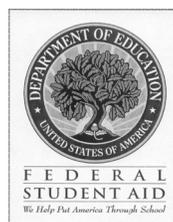
VACE provides training on Financial Literacy for students.

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

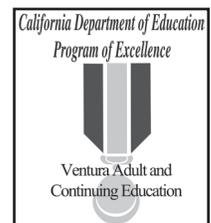
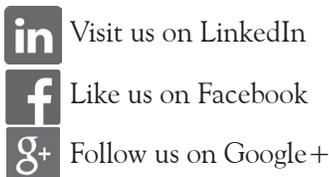
All of the Career Technical Education (CTE) certificate programs at Ventura Adult and Continuing Education (VACE) are sensitive to the ever-changing needs of the local business community and designed to meet the industry standards of the workplace.

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 labor market 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



Career Technical Education

Accounting

Programs

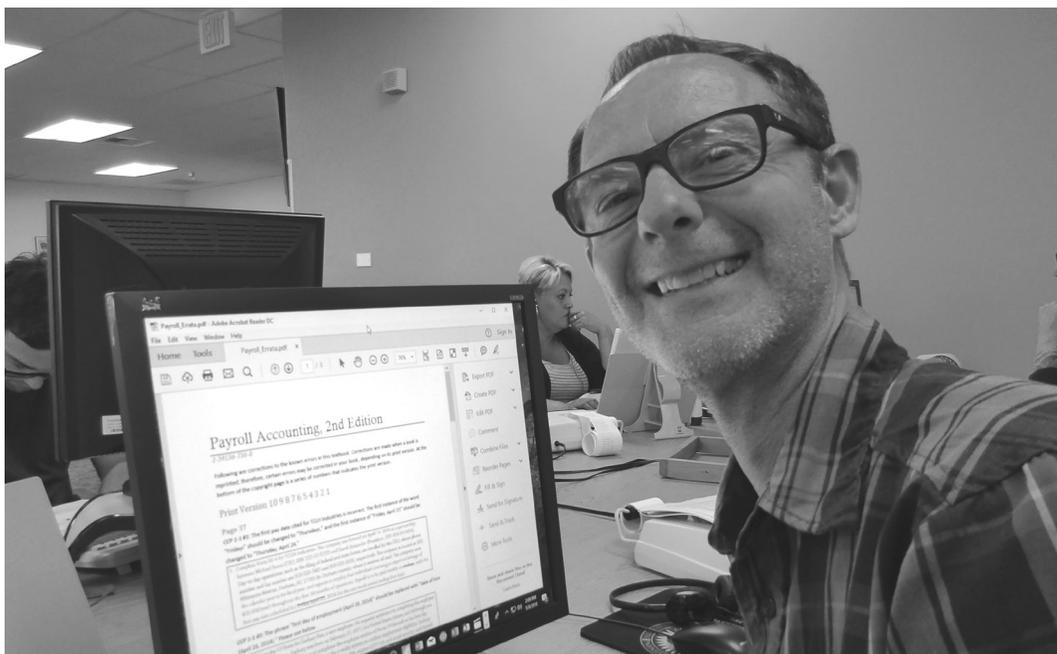
The Ventura Adult and Continuing Education Accounting programs are designed to prepare students for employment in entry-level positions in the accounting field. Students learn accepted standards of accounting procedures and develop necessary computer software skills using Windows and the Internet, the Microsoft Office Suite, and QuickBooks. The accounting programs emphasize the importance of active problem solving, producing quality work, communicating effectively, setting goals, and developing job readiness.

There are two programs available in the accounting career track. These include

- Accounting Clerk
- Computerized Financial Accounting

Students completing the accounting programs are fully prepared to successfully transition into the workforce because the training they receive is hands on and specific to the accounting industry. Professional certification is awarded upon successful completion of the program competencies.

Graduates find employment in a variety of accounting positions, including bookkeeping, billing, payroll, and purchasing department jobs.



CBEDS Code 4600 Accounting



Accounting Clerk

18 weeks (630 hours)

ELEMENTS:

- Accounting 1 and 2
- Business English Basics
- Business Math Applications
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Basics
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- Word Processing Fundamentals

OPTIONAL COURSE ENHANCEMENTS:

- Computerized Accounting Simulation

Software: Microsoft programs including Windows, Word, and Excel

EMPLOYMENT OPPORTUNITIES:

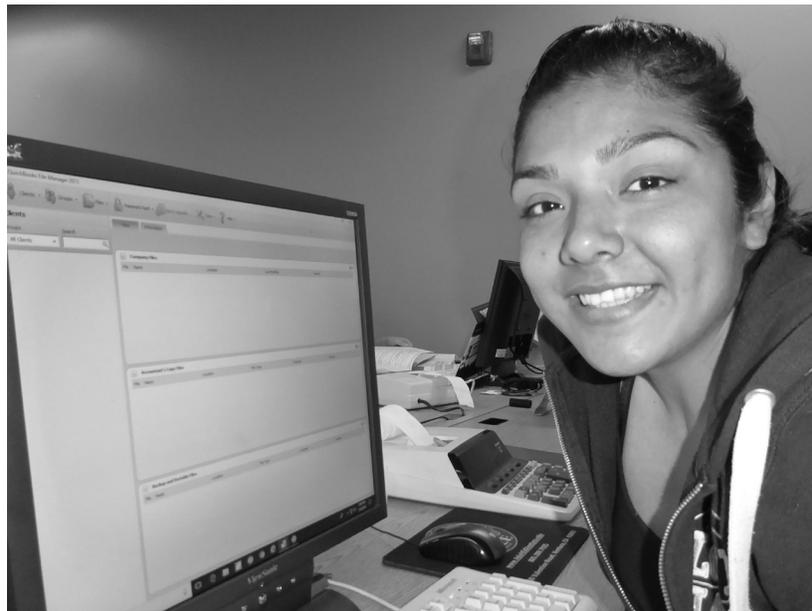
Accounting Clerk
Accounts Receivable Clerk
Accounts Payable Clerk
Billing Clerk
Payroll Clerk
Office Assistant

COURSE INFORMATION:

The Accounting Clerk Program provides training for both new and experienced students, giving them the skills they need to gain entry-level employment in a variety of jobs. This training prepares students to provide detailed accounting and administrative support to professional accountants and other financial management personnel.

Students learn how to prepare and input all types of business documents such as customer invoices, vendor bills and purchasing forms. The program covers twelve classes, including two college-level accounting classes, Microsoft Excel, Word, and Access.

Students learn to keep checking account records, post ledgers, code invoices, perform collections, issue checks against purchase orders and merchandise received, verify financial data and business transactions, and prepare, file, and process invoices. Students also learn to use electronic calculators.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/acclck/52.0302-Gedt.html>

CBEDS Code 4600 Accounting

Computerized Financial Accounting



26 weeks (910 hours)

ELEMENTS:

- Accounting 1, 2, and 3
- Automated Accounting
- Business English Basics
- Business Math Applications
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Fundamentals
- Electronic Calculator
- Keyboarding 1
- Managerial Accounting Basics
- Payroll Accounting
- Payroll Simulation
- QuickBooks
- Word Processing Fundamentals

OPTIONAL COURSE ENHANCEMENTS:

- Computer Database Enhancements
- Internet Basics

Software: Microsoft programs including Windows, Word, Excel, and Access; Sage Accounting; Intuit QuickBooks

EMPLOYMENT OPPORTUNITIES:

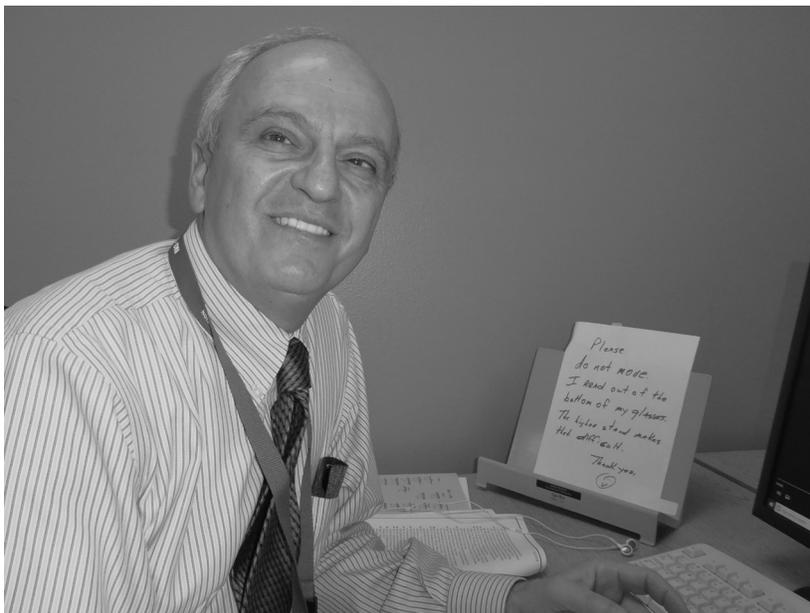
Full-charge Bookkeeper
 Accounting Clerk
 Accounts Receivable Clerk
 Accounts Payable Clerk
 Office Manager
 Billing Clerk
 Payroll Clerk

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. This course includes the skills learned in the Accounting Clerk program, and adds more advanced functions and responsibilities to the basic skills.

Students gain the knowledge needed to become full-charge bookkeepers, including preparing and analyzing financial statements. Students achieve these skills by completing three college-level financial accounting courses, one college-level managerial accounting course that includes cost accounting basics, a payroll accounting course, and then applying this knowledge through numerous projects using both Sage accounting software and QuickBooks, and by completing an extensive payroll simulation which includes quarterly and annual federal and state returns.

Additionally, students complete formal bank reconciliations, make accrual accounting entries, close and reverse entries, prepare nine financial statements, and perform managerial analysis of results.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/accfa/52.0301-Gedt.html>

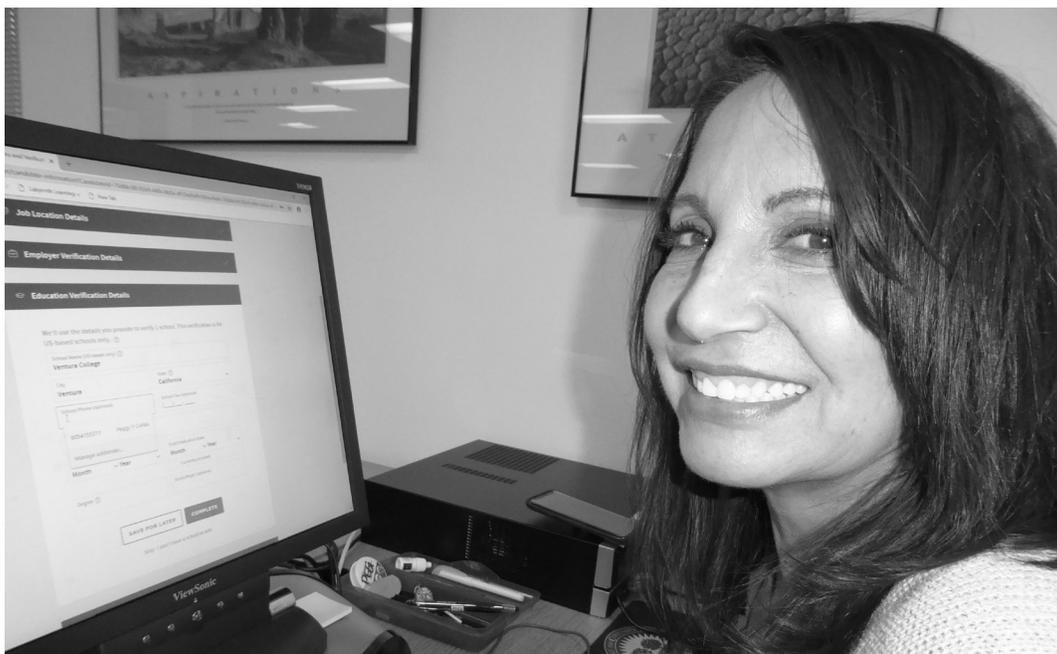
Career Technical Education Business Programs

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

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

Students will develop business communications skills, comfortably maneuver around the Windows 10 operating system, learn to use One Drive, and improve their keyboarding skills. In these programs, students will also become familiar with the preparation of various types of correspondence, the creation of travel arrangements, and improvement of their grammar and business writing.

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



CBEDS Code 4622 Business Support and Services

Administrative Assistant



18 weeks (630 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

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

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

EMPLOYMENT OPPORTUNITIES:

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

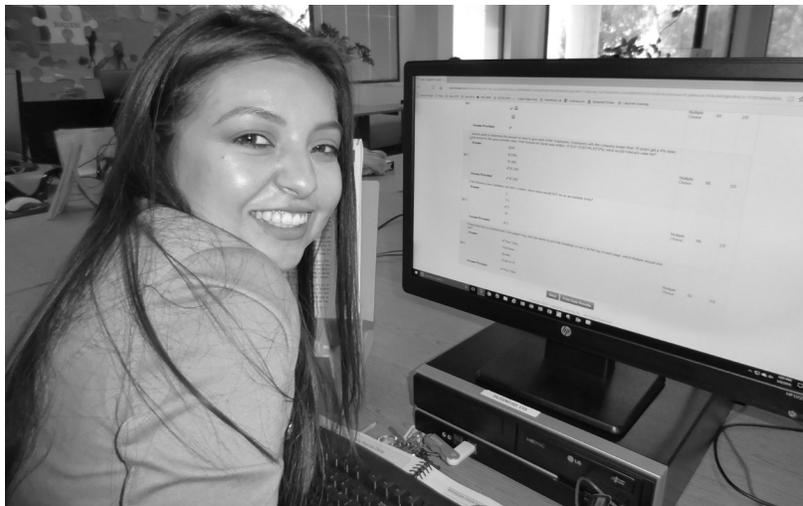
COURSE INFORMATION:

Administrative Assistants take on many different responsibilities and need to be ready to handle more tasks today than ever before. This program will enable students to develop soft skills as well as to polish their technical skills. Students acquire valuable skills necessary to create spreadsheets and charts, manage databases, use electronic and paper filing systems, prepare dynamic presentations, and create reports, letters, and documents.

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

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

According to the Bureau of Labor Statistics employment publications, this occupation is projected to have 100,000 or more job openings between 2012 and 2022.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/busaa/52.0401-Gedt.html>

CBEDS Code 4637 Business Management

Business Administration



28 weeks (980 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Benefits Package Simulation
- Automated Accounting
- Payroll Accounting/Simulation
- Business Law Fundamentals

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

EMPLOYMENT OPPORTUNITIES:

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

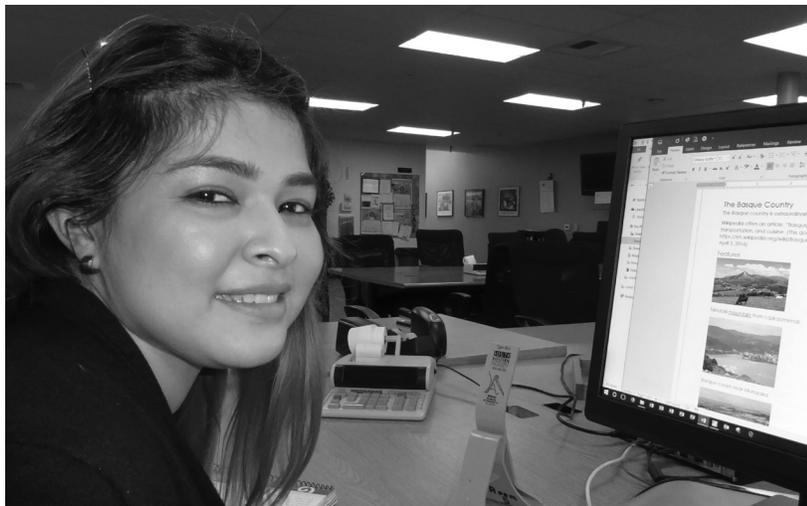
COURSE INFORMATION:

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

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

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

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



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/busadm/52.0201-Gedt.html>

CBEDS Code 4637 Business Management

Business Administration and Management 35 weeks (1225 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Business Law Fundamentals
- Accounting 3
- Managerial Accounting

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

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

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

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

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

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



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/busadmgmt/52.0299-Gedt.html>

Career Technical Education Computer-Aided Design Programs

In the innovative, cutting-edge, 21st century design world, everything from toys and gaming consoles, tablets and smart phones, dwellings and skyscrapers to satellites and wind turbines 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 the 3D designs and detailed drawings that they use to give physical form to their ideas. This field often appeals to individuals with previous construction or manufacturing experience who prefer designing projects over physically building them.

The class is structured around hands-on exercises and projects with step by-step tutorials, with the instructors providing individual assistance. Along with the ability to collaborate and swap ideas with fellow students in an interactive work-like team atmosphere, students benefit from faster, more comprehensive learning. The class also provides a platform for experienced students to prepare for internationally recognized certification exams with practice questions and exams based on the software manufacturer's testing objectives.



CBEDS Code 5705 Computer-Aided Drafting Design

3D Modeling and Design Drafter



36 weeks (1260 hours)

ELEMENTS:

- Manual Drafting Fundamentals
- Manual Drafting Projections and Views
- Manual Drafting Applications
- Computer and Internet Fundamentals
- Word Processing Fundamentals
- Spreadsheets/Graphics Fundamentals
- CAD 2D Fundamentals 1 and 2
- CAD 2D Applications 1 and 2
- CAD 2D Industrial Applications 1 and 2
- CAD 3D Fundamentals
- CAD 3D Industrial Applications
- CAD 3D Solids Modeling
- AutoCAD Certified Professional (ACP) Exam
- SolidWorks Fundamentals
- SolidWorks 3D Solids Modeling
- SolidWorks Assemblies
- SolidWorks Production Drawings
- SolidWorks Sheet Metal Design
- SolidWorks Industrial Applications
- Geometric Dimensioning and Tolerancing
- Rapid Prototyping
- Certified SolidWorks Associates (CSWA) Exam
- Portfolio Development

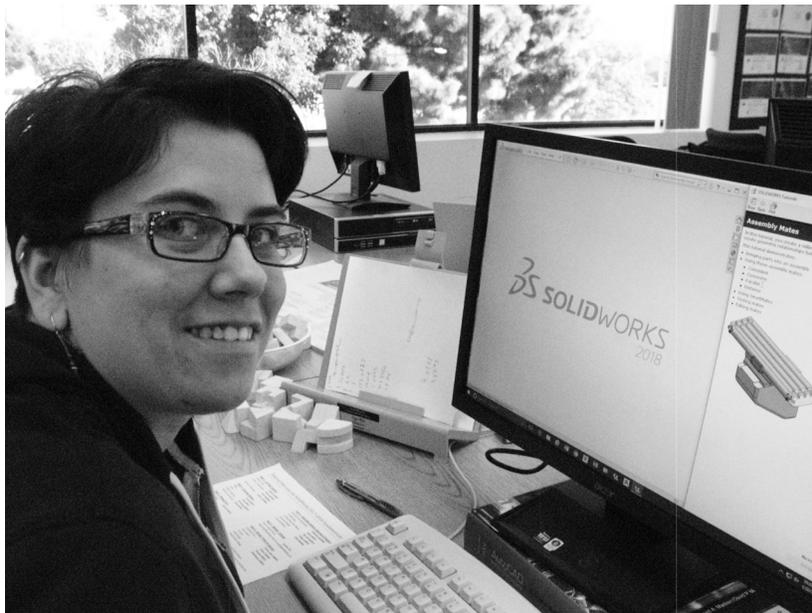
COURSE INFORMATION:

This comprehensive hybrid course combines the training elements of the Computer-Aided Design Drafter and SolidWorks Design Drafter programs and provides students having little or no previous CAD or computer experience with the tools and training they need to stand out from the crowd and enter today's competitive job market.

This course prepares students to take both the Autodesk® Certified Professional (ACP) exam for AutoCAD and the Certified SolidWorks Associate (CSWA) exam. These international industry certifications are benchmarks that students use to demonstrate their expertise in 3D solid modeling and design concepts and their mastery of the latest cutting-edge design software.

Employment Opportunities:

- CAD Drafter
- 3D Designer
- 3D Design Drafter/Technician
- 3D Machine Designer
- 3D Product / Modeling Designer
- Mechanical Designer/Drafter
- Sr. CAD Designer
- Technical Designer
- CAD Modeler



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/cad3d/15.1305-Gedt.html>

Career Technical Education

Computer-Aided Design Programs

CBEDS Code 5705 Computer-Aided Drafting Design

Computer-Aided Design Drafter



30 weeks (1050 hours)

ELEMENTS:

- Manual Drafting Fundamentals
- Manual Drafting Projections and Views
- Manual Drafting Applications
- Computer and Internet Fundamentals
- Word Processing Fundamentals
- Computer Spreadsheet/Graphic Fundamentals
- CAD 2D Fundamentals 1 and 2
- CAD 2D Applications 1 and 2
- CAD 2D Industrial Applications 1 and 2
- CAD 3D Fundamentals
- CAD 3D Industrial Applications
- CAD 3D Solids Modeling
- Rapid Prototyping
- Portfolio Development
- AutoCAD Certified Professional (ACP) Exam

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 Drafter 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. AutoCAD is used across a wide range of industries and is the gateway software that other specialized CAD programs use for advanced manufacturing, architectural design, animation and game design.

The course also includes manual drafting, a critical part of the design process needed to clearly understand and communicate design ideas.

Graduating students may study for and take the Autodesk® Certified Professional (ACP) exam for AutoCAD at VACE's in-house testing site.

EMPLOYMENT OPPORTUNITIES:

- CAD Drafter
- CAD Operator
- CAD Designer
- CAD Technician



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/caddsgn/15.1305-Gedt.html>

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.



Career Technical Education Computer Applications and Graphics Programs

CBEDS Code 5757 Desktop Publishing

Graphics for Web and Print



34 weeks (1190 hours)

ELEMENTS:

- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Desktop Publishing 1
- Desktop Publishing 2
- E-Commerce Fundamentals and SEO
- Elements of Design for Web and Print
- HTML/XHTML/CSS
- 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:

- WordPress Fundamentals
- Word Processing 2

Software: Microsoft programs including Windows, Word, Excel, and PowerPoint; Adobe programs including Illustrator, InDesign, Photoshop, Dreamweaver

EMPLOYMENT OPPORTUNITIES:

Graphic Designer
Graphic Artist
Desktop Publisher
Graphic Designer/Production
Web Designer

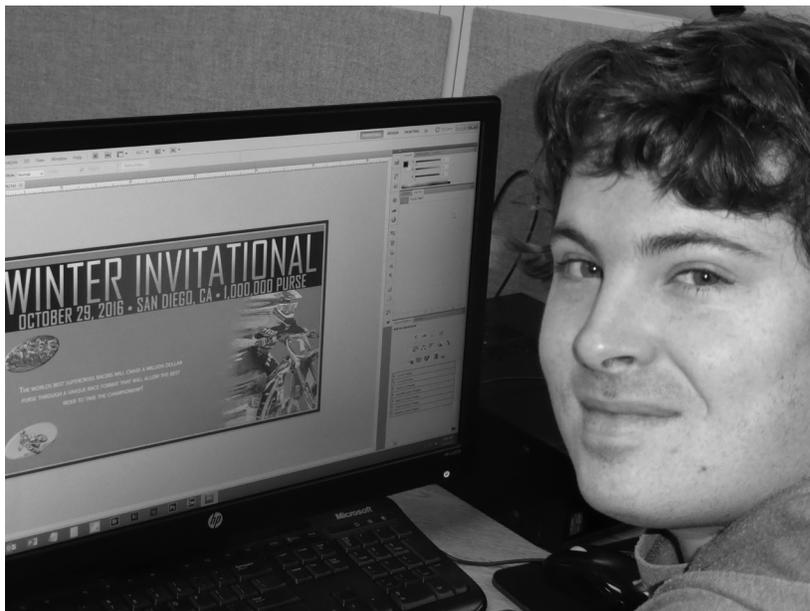
COURSE INFORMATION:

For the student who wants a career in graphics, this program offers basic instruction in using a computer to draw, to correct and enhance photographs, to create publications and slide shows to promote products, and to then create meaningful web pages.

All students learn to use Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, which form the basis of most jobs, as employers assume that applicants can use these programs to create documents.

Students then move into the Adobe suite of products, where they learn intricate ways to create vector graphics with Illustrator; to create desktop publishing materials, including brochures, ads, catalogs, books, and other promotional materials for professional use with InDesign; and to use bitmap graphics to enhance and correct photographs, create artistic graphic designs, and save them for use in print or on web pages with Photoshop.

Finally, the students learn to create and edit web pages using HTML coding, then move on to learn to use Dreamweaver for more sophisticated options for designing web pages. They also learn the basics of search engine optimization, or SEO.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/grpbusr/10.0303-Gedt.html>

Career Technical Education Computer Applications and Graphics Programs

CBEDS Code 4623 Business Technology

Microsoft Office Professional



18 weeks (630 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Business English

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

EMPLOYMENT OPPORTUNITIES:

- Clerical Assistant
- Office Assistant
- Receptionist

COURSE INFORMATION:

This program teaches skills that prepare the student to use the Microsoft Office suite of programs in any office position. Students become familiar with using Word to prepare documents, from simple memos to sophisticated reports with footnotes and other advanced features. They learn to create mail merge documents, tables, fill-in forms, templates, flyers and brochures with graphics, and to use the review options for sharing and editing documents.

Students use Excel to create simple spreadsheets as well as complex, multi-sheet workbooks. The course covers creating formulas, using pre-set Excel functions, creating charts, using data functions for tracking and analysis, performing “what-if” analyses, creating pivot tables and pivot charts, and many more options available in Excel such as developing macros and templates. Many offices require presentations that are generally created using PowerPoint. The course covers creating and formatting effective presentations and slide shows.

As data collection is critical to the success of any business, students will learn to create tables and enter data into Access databases.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/grpmop/10.0303-Gedt.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, information technology and network security fields.

Instruction involves operating systems fundamentals, hardware troubleshooting and repair, network installation, configuration and administration, and core cybersecurity skills. An emphasis is placed on giving the students significant experience 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.

Whether the goal of a student is to become a Computer Repair Technician, Systems Administrator, or cybersecurity professional, these courses will provide the fundamental skill set to achieve these goals. Graduates are prepared to provide valuable services and transition into the ever-changing world of technology.

At the conclusion of each of these programs, students prepare for and take internationally recognized industry certification exams. VACE is also a certified Microsoft IT Academy institution.



CBEDS Code 4633 Computer Repair and Support

Computer Support Technician



22 Weeks (770 hours)

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

OPTIONAL COURSE ENHANCEMENTS:

- Network+ Exam Preparation

EMPLOYMENT OPPORTUNITIES:

Computer Repair Technician
Computer Service Technician
Computer Specialist
Field Service Technician
Help Desk Support
IT Specialist
IT Technical Support
PC Technician

COURSE INFORMATION:

The Computer Support Technician Program provides training for both new and experienced students, giving them the skills needed to gain employment in a variety of industries. Designed for students with little or no previous computer experience, the course prepares students for entry-level employment.

The course teaches computer operating systems, computer hardware, software, and prepares students for the CompTIA A+ Industry certification. The A+ Certification is an entry point to the start of a graduate's career in the exciting field of information technology. The course also includes network concepts, TCP/IP fundamentals, printer fundamentals, and virtualization.

Students will build, upgrade, and troubleshoot a computer's hardware. Students will be able to identify and explain the purpose of a computer's internal components including type of CPU, RAM, and hard drive. The course also covers basic network setup and WiFi connectivity.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/cstcst/47.0104-Gedt.html>

CBEDS Code 4646 Network Security

Network Security Technician



38 Weeks (1330 hours)

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
- Security+ Exam Preparation

OPTIONAL COURSE ENHANCEMENTS:

- Microsoft MCTS Exam Preparation

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

The Network Security Technician program offers comprehensive training for students with little or no previous computer network or security experience as well as for experienced computer users, giving them the skills and training they need to enter today's competitive job market and start their careers in computer technology and network security. Cyber attacks have become commonplace, impacting business and other computer networks. There is a growing need for computer technicians with the skills to maintain secure networks, safeguard information, and address potential vulnerabilities.

The Network Security Technician program will cover all of the material in the Computer Support Technician and Network Systems Technician courses and add to that a study of computer security along with preparing the student for the CompTIA Security+ certification exam. The course covers topics essential to computer security, including cryptography and PKI, network security design, wireless security, client and application security, mobile device security, and risk management.

Students prepare for and take the CompTIA A+, CompTIA Network+, and CompTIA Security+ certification exams. These internationally recognized industry certifications serve as benchmarks that show expertise and proof of mastery of the latest technologies in the information technology field.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/cstnsec/11.1001-Gedt.html>

CBEDS Code 4604 Network Engineering

Network Systems Technician



32 Weeks (1120 hours)

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:

- Security+ Exam Preparation

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

The Network Systems Technician program is designed for students who want to work with computer networks. This course includes all the components in the Computer Repair Technician program and expands on it with a greater focus on computer networks. Students set up and work with peer-to-peer and client server networks, configuring both workgroups and domains.

The course teaches the fundamentals of computer operating systems, hardware troubleshooting and repair, as well as network installation, configuration, and administration. The course involves hands-on assignments and allows the student to gain the skills needed to perform successfully in the workplace and meet the demands of ever-advancing technology.

Students prepare for and take the CompTIA A+ and Network+ Exams. The CompTIA A+ exam certifies expertise with computer hardware and operating systems while the CompTIA Network+ exam certifies strong knowledge of computer networks. Both certifications are internationally accepted and provide a competitive edge in today's job market. Students with time remaining in their program can take additional exams such as CompTIA Security+ and Microsoft certifications at the Pearson/Vue Testing Center located conveniently on the school campus.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/cstnst/11.1001-Gedt.html>

Career Technical Education Digital Multimedia Technician Programs

The Digital Multimedia Technician and Studio Production Technician programs provide training in the high technology industry of computer graphics, video production, and post-production.

These programs feature the Macintosh computer platform and Adobe Creative Cloud applications including 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. This prepares students for entry-level jobs in the TV studio production field, such as production assistants, camera operators, and audio engineers.

We've got the lights and the cameras. It's your time to take ACTION!



CBEDS Code 5730 Multimedia Production

Digital Multimedia Technician



28 Weeks (980 hours)

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
- Advanced Editing Skills

EMPLOYMENT OPPORTUNITIES:

Audio-Visual Technician
Audio Engineer
Commercial Artist
Graphic Designer
Illustrator
Music Video Editor
Post Production Technician
Video Editor

COURSE INFORMATION:

Digital Multimedia Technician students learn industry-recognized graphics applications as well as video editing software in preparation for jobs in the entertainment and marketing fields.

Students first become familiar with the Macintosh operating system. Then, through self-paced instruction, they learn Adobe Photoshop for photo editing and art creation, Adobe Illustrator for logos and business graphics, Adobe After Effects for exciting motion graphics and bringing graphic items like text and shapes to life.

After learning Adobe Premiere Pro, students edit one of the VACE student-produced TV shows which is then aired on CAPS Media, Ventura's public access television station. Students also learn basic TV studio production principles, such as lighting for different scenes and proper camera angles. Students complete a demo reel to showcase their abilities.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/mmtech/09.0702-Gedt.html>

CBEDS Code 5745 Television Production

Studio Production Technician



38 weeks (1330 hours)

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
- Advanced Editing Skills

ENHANCEMENTS

- Live TV Studio Production
- Post-Production Skills
- Portfolio Development

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

Studio Production Technician students learn all of the skills presented in the Digital Multimedia Technician program and also learn the advanced skills necessary for success in the TV production field.

Students edit VACE-produced TV shows which are then aired on Ventura's public access television station (CAPS Media). Students add to their skills by working on additional community-based special projects. They learn location scouting, creating production call sheets, green screen studio techniques and chroma keying as well as gain experience in teleprompting.

Students also learn advanced TV studio production principles, such as lighting for different scenes and proper camera angles; storyboarding, audio techniques including mixing multiple channels on a digital mixing board and placing wireless lavalier microphones on talk show hosts and guests. The Advanced Editing Skills class for this course adds live TV production topics, post-production skills, and portfolio development to the class.

Studio Production Technician students also utilize state-of-the-art industry-recognized equipment for multi-channel video switching during TV show recordings. Students also function as directors and producers in VACE's fully equipped production facility.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/mmstutech/09.0701-Gedt.html>

Career Technical Education

Medical Programs

VACE offers three medical assistant programs and a pharmacy technician program, all of which prepare students for entry-level employment in the ever-expanding medical field. Students learn theory, law, and practical skills via hands-on, one-on-one and small group direct instruction, textbooks, and computer- and video-based training. Instructors maintain regular contact with local employers to make sure that graduates are proficient with the tools and software programs that are currently being used in the field.

Medical assistants typically work in physicians' offices, clinics, and other healthcare facilities. Students in the Back Office Medical Assistant program learn how to take patients' medical histories, vital signs, measurements, and how to set up examination rooms for a variety of procedures. They also prepare to assist doctors during the examination, give injections, prepare samples for laboratory analysis, and more.

Students in the Front Office Medical Assistant program become skilled at handling appointment scheduling, processing payments, insurance coding and billing, answering phones, filing and more. They practice solving problems and balancing the demands of a busy office. The Front/Back Office Medical Assistant program offers a combination of skills that gives graduates the most flexibility when looking for employment.

The Pharmacy Technician program curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares the student to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly-prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.



CBEDS Code 4275 Medical Office

Back Office Medical Assistant



20 weeks (700 hours)

ELEMENTS:

- Anatomy and Physiology
- Computer and Internet Fundamentals
- EMR Lab
- 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
- Venipuncture and Skin Puncture Fundamentals
- Word Processing 1

OPTIONAL COURSE ENHANCEMENTS:

- Medical Billing Fundamentals

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

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

The Back Office Medical Assistant performs clinical duties under the direction of a physician. The clinical duties may include taking vital signs, completing a medical history, preparing a patient for examination, drawing blood, or administering medication.

The program uses hands-on skill demonstrations and practice, video presentations, textbooks, and software tutorials to teach the subject matter. 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 teaches the essentials of drug calculation and how different medications may affect the body. In the Venipuncture and Skin Puncture course within this program, the students learn how to collect blood and other laboratory specimens and prepare them for testing. They also learn how to chart patient information with electronic medical records.

Note: Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in a medical assistant program.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/medboma/51.0801-Gedt.html>

CBEDS Code 4274 Medical Insurance Billing and Coding

Front Office Medical Assistant



22 weeks (770 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

Software: Microsoft Windows, Word, Excel, Medisoft, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

As anyone who has been to a medical office knows, the way in which staff handle telephone calls, schedule appointments, check in patients, handle billing and insurance, etc., can have a big impact on overall patient satisfaction. This program prepares students to be knowledgeable and efficient in their duties so they can make a positive difference for patients and healthcare providers.

Front Office Medical Assistant students learn appointment scheduling, medical coding and billing, insurance processing, and patient privacy laws. They are trained on creating and filing patient charts, electronic medical records, communication skills, typing, and word processing.

Note: After completing the program, students are eligible to take the National Certified Medical Office Assistant (NCMOA) Certification Exam through the National Center for Competency Testing (NCCT). 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.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/medfoma/51.0801-Gedt.html>

CBEDS Code 4275 Medical Office

Front/Back Office Medical Assistant



32 weeks (1120 hours)

ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computers in the Medical Office/EMR
- Electronic Calculator Fundamentals
- HIPAA/Electronic Medical Records Lab
- 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
- Venipuncture and Skin Puncture Fundamentals
- Word Processing 1

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

Software: A.D.A.M.[®] The Inside Story, Microsoft Windows, Word, Excel, Medisoft, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

This program prepares students to be employed in either the front or back office of private medical practices or clinics. It combines the Front Office Medical Assistant course with the skills learned in the Back Office Medical Assistant course to create a well-rounded background for employment. Students who complete this program are in demand in medical offices and other medical settings.

Notes: After completing the program, students are eligible to take the National Certified Medical Assistant Certification (NCMA) Exam through the National Center for Competency Testing. 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 a medical assistant program.



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/medfbma/51.0801-Gedt.html>

CBEDS Code 4260 Introduction to Pharmacy

Pharmacy Technician



21 weeks (735 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Electronic Calculator
- Computer and Internet Fundamentals

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

COURSE INFORMATION:

This program prepares students to assist pharmacists with preparing and dispensing medication in a retail or hospital setting. The curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares the student to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly-prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.

Notes: 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, Live Scan fingerprints are submitted to government agencies in order to pass background checks. Fees for photos, Live Scan fingerprints, and license 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" from the National Practitioner Data Bank (NPDB) and submit Live Scan 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 Technician
- Pharmacy Assistant
- Pharmacy Clerk
- Pharmacy Driver



For a complete list of program fees, see page 51. Important information about the educational debt, earnings and completion rates of students who attended this program, visit <http://www.adultedventura.edu/common/pdfs/gain/medphrm/51.0805-Gedt.html>

Career Technical Education Program Fees

- *Financial Aid available to those who qualify (see Page 20)*
- *Zero-percent interest payment plans and scholarships also available*
- *Eligible Training Provider for EDD, WIOA, CalWORKs, Department of Rehabilitation, and Vocational Rehabilitation*
- *Most CTE Programs are Approved for Veterans*
- *Fees Include Job Search Assistance*

	Weeks	Hours	Cost	Books*	Other/Test Fees/ Registration	Total
ACCOUNTING PROGRAMS						
Accounting Clerk	18	630	\$3,960	\$758.31	\$10.00	\$4,728.31
Computerized Financial Accounting	26	910	\$5,720	\$1,235.44	\$10.00	\$6,965.44
BUSINESS PROGRAMS						
Administrative Assistant	18	630	\$3,960	\$836.01	\$10.00	\$4,806.01
Business Administration	28	980	\$6,160	\$1,212.90	\$10.00	\$7,382.90
Business Administration and Management	35	1225	\$7,700	\$1,438.92	\$10.00	\$9,148.92
COMPUTER APPLICATIONS/GRAPHICS PROGRAMS						
Graphics for Web and Print	34	1190	\$7,480	\$786.53	\$10.00	\$8,276.53
Microsoft Office Professional	18	630	\$3,960	\$514.61	\$10.00	\$4,484.61
COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS						
3D Modeling and Design Drafter	36	1260	\$7,920	\$299.45	\$437.54	\$8,656.99
Computer-Aided Design Drafter	30	1050	\$6,600	\$299.45	\$338.54	\$7,237.99
COMPUTER SYSTEMS TECHNOLOGY PROGRAMS						
Computer Support Technician	22	770	\$4,840	\$376.64	\$256.00	\$5,472.64
Network Security Technician	38	1330	\$8,360	\$509.14	\$625.00	\$9,494.14
Network Systems Technician	32	1120	\$7,040	\$376.64	\$410.00	\$7,826.64
DIGITAL MULTIMEDIA TECHNICIAN PROGRAMS						
Digital Multimedia Technician	28	980	\$6,160	\$377.04	\$10.00	\$6,547.04
Studio Production Technician	38	1330	\$8,360	\$377.04	\$10.00	\$8,747.04
MEDICAL PROGRAMS						
Back Office Medical Assistant	20	700	\$4,400	\$669.21	\$80.00	\$5,149.21
Front/Back Office Medical Assistant	32	1120	\$7,040	\$1,397.51	\$80.00	\$8,517.51
Front Office Medical Assistant	22	770	\$4,840	\$1,101.19	\$80.00	\$6,021.19
Pharmacy Technician	21	735	\$4,620	\$922.87	\$311.00	\$5,853.87

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. Course content and/or length may be customized to meet the needs of individual students.

Refund Policy: completion of 25% or less, 75% refund; 50% completion, 50% refund, over 50% completion, no refund.



Todd Road Jail Program

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.

Career Technical Education

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
- 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: 12 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
- Module II Garde Manger

- Module III Proteins and Fabrication
- Module IV Fundamentals of Baking
- Prep Cook Internship

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

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 one subject at a 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.

To earn a high school diploma, students must meet the following Ventura Unified School District graduation requirements:

High School Subject Area	Requirements for VACE High School Diploma	Credits
English/Language Arts	Four courses	40
Mathematics	Three courses, including one year of Math 1	30
Science	Two courses, including life and physical sciences	20
History-Social Science	Four courses (three years) including <ul style="list-style-type: none"> • United States History and Geography • World History, Culture, and Geography • American Government/Civics (one semester) • Economics (one semester) 	30
Visual or Performing Arts or Language Other Than English	One course	10
College and Career Seminar	One-semester course	5
Health	One-semester course	5
Applied Arts	One course	10
Non-departmental/Electives	Six year-long courses or a combination of year-long and semester courses	60
TOTAL CREDITS		210

Ventura Adult and Continuing Education is a fully accredited high school with a six-year clear WASC Accreditation granted in 2013. Ventura Adult and Continuing Education High School offers a variety of academic approaches. Talk to a counselor to find the best fit for you.

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.



High School Diploma, High School Equivalency, Adult Basic Education Programs

How to Register for the High School Diploma Program

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

- First, get an official transcript from the last school in which you earned credits and bring it to VACE's High School office during office hours.
- Next, complete an enrollment packet and schedule an orientation.
- Classes are free, and new students may start each week.

VACE High School office: Monday-Friday, 8 am to 5 pm, 5280 Valentine Road, Second Floor, Room 227, (805) 289-1749, ext. 1230.

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

- 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.
- Bring copies of the students' high school schedules showing full-time enrollment at the high school.
- Attend orientations (with parents or guardians).

High School Class Offerings:

- Math: General Math, Math Topics, Pre-Algebra, Algebra, Math 1
- English Language Arts: English 9, 10, 11, 12, Reading I, Fantasy Literature
- Science: Earth Science, Life Science, Physical Science
- Social Science: Geography, U.S. History, World History, Economics, American Democracy, Criminal Justice, Psychology, Sociology
- Health
- Applied Arts: Careers, Life Skills
- Fine Arts/ Foreign Language: Art I

Please call (805) 289-1749 ext 1230 for more information or to find the best program for you.

High School Equivalency Exam Preparation Classes

What is HSE?

HSE (High School Equivalency) is the name given to tests such as GED® and HiSET® that are officially recognized as equivalent to having completed high school.

California now offers more than one option for getting a high school equivalency certificate. At VACE you can prepare for and take the GED® or the HiSET® exams. VACE's instructors can help determine which one is best for you. VACE is an authorized test center for both exams.

HSE preparation classes are FREE! For GED and HiSET, the testing services offer official practice tests. You can test your readiness. Tests have a small cost which varies by company. Discounted practice test vouchers are often available for active VACE students. The actual HSE exams require payment directly to GED or HiSET at the time of exam scheduling.

Instruction is individualized. Our teachers utilize a blend of technology and traditional teaching methods to meet the needs and learning style of each student.

To register for classes, come to VACE's High School office to complete an enrollment packet and reserve your spot for an orientation and individual assessment. We offer morning and evening appointments. You can start class the next day.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	MTWTh	8:00 am - 8:00 pm
Staff	5280 Valentine Road	F	8:00 am - 2:00 pm

Clases de preparación de exámenes que equivalencia de la High School

California ahora ofrece más de una opción para obtener el certificado de equivalencia de secundaria. En VACE usted puede tomar el examen GED o el HiSET. La maestra de VACE le puede ayudar a determinar cuál es el mejor para usted. VACE es un centro de pruebas autorizado para ambos exámenes.

High School Diploma, High School Equivalency, Adult Basic Education Programs

Las clases de preparación son gratis. Cuando esté listo, usted también tendrá que pagar para el examen, pero usted hará esto por medio de servicio de exámenes, no por medio de VACE. Nuestros maestros le pueden ayudarle.

Como registrarse para las clases: Venga a VACE Oficina de High School en cualquier momento durante las horas laborales. Usted deberá completar un paquete de inscripción y programar una orientación y asesoramiento. Usted no tiene que traer nada. ¡Usted comenzará clases el siguiente día!

Instructor	Location	Days	Time
Staff	5280 Valentine Road	L Mi	6:00 - 9:00 pm

Adult Basic Education Literacy Classes

What Are ABE Literacy Classes?

For students who want to improve their basic academic skills, prepare for a career or professional exam, study for college, or just improve your basic math skills, ABE is for you! All classes are FREE!

Examples of classes for adults include: ASVAB academic skills prep, reading, literacy, math skills, writing practice, computer skills for taking tests, tutoring for community college placement tests, CTE and academic skills practice for English learners. Interested in academic assistance that is not listed? Contact VACE to see if your area is covered.

There are no academic requirements to enroll in ABE classes at VACE. ABE programs are available to students not currently attending a K-12 school who are 18 or older.

How do I enroll?

Visit the VACE office at 5280 Valentine Road, Room 227, M-F 8:00 am - 5:00 pm to register. There are weekly start dates available. Adult Basic Education classes are taught by fully-credentialed instructors.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	MTWTh	8:00 am - 8:00 pm
Staff	5280 Valentine Road	F	8:00 am - 2:00 pm

K12 Math Success

The purpose of the program is to facilitate math support at home and increase parent involvement for EL learners at risk of retention. Parents attend

class twice a week with their children. Lessons have the dual purpose of increasing math competency while providing English Language Development to students and parents to facilitate the goal of enabling parents to assist with homework. The program is run at the request of elementary schools in the Ventura Unified School District.

Instructor	Location	Room	Days	Time
Staff	Call for schedule and location			

Adult Basic Education Job Training

ENCORE Computer and Technology Training for Senior Job Seekers

ENCORE is a hands-on, FREE self-paced training program designed for adults ages 50 or older. Students 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 who wants a paid or volunteer job may attend this class. You may also learn computer skills for personal use. Students may attend class as long as necessary; however, 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:

- Microsoft Office Programs: Word, Excel, PowerPoint, Access, Outlook
- Career Development and Job Seeking Skills
- Internet Basics and Email

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.

Call 289-1744 to join the short waitlist.

Instructor	Location	Days	Time
Dorn	646 County Square Dr	MT	8:00 am - 10:00 am
Dorn	646 County Square Dr	MTF	10:00 am - 12:00 pm
Hoffman	550 North Ventura Avenue	WTh	8:00 am - 10:00 am
Hoffman	550 North Ventura Avenue	WTh	9:00 am - 12:00 pm
Hoffman	646 County Square Dr-Workshops	F	9:00 am - 12:00 pm
Hoffman	4601 Telephone Rd, Ste 118A	M-Th	1:00 pm - 5:00 pm

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

High School Diploma, High School Equivalency, Adult Basic Education Programs

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. Workshops are conducted on resumes (electronic and hard copy), cover and thank-you letters, and business cards.

Certificates of Completion are awarded to students who meet all course requirements. Successful graduates of the Workforce Development Academy are eligible to apply 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. Students may purchase their own textbook or use a classroom copy. Students should bring a flashdrive on which to save their assignments and headphones or ear buds to listen to video tutorials.

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 clients and Veterans. Enrollment is open entry and depends on available space. Call to reserve a seat: 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.

Instructor	Location	Days	Time
Schuette	4601 Telephone Rd. Ste 118A	M-F	8:30 am - 12:30 pm
Hoffman	4601 Telephone Rd. Ste 118A	M-Th	1:00 pm - 5:00 pm
Vinson	4601 Telephone Rd. Ste 118A	MW	5:15 pm - 8:15 pm
Vinson	4601 Telephone Rd. Ste 118A	TTh	5:15 pm - 8:15 pm

Google Academy

VACE's Google Academy workshop teaches students how to use Google's free applications such as Google Docs, Sheets, Slides, Sites, Draw, Gmail, Drive and more! Many workplaces and schools now use Google Apps, and this class helps prepare students to use these applications. This six-week workshop series provides lectures and hands-on practice. Students also learn to create their own

Google accounts, to share their work with others, and to collaborate in real time. Students are strongly encouraged to complete all modules and earn a course completion certificate. Enrollment in individual modules is also an option. Call 805-204-5171 for help in enrolling online at www.CalJobs.Ca.Gov or enroll in class on the first day. Classes start Monday, October 29, 2018. Classes are held at America's Job Center.

Instructor	Location	Days	Time
Hoffman	2901 N. Ventura Rd., Oxnard	M-T	8:00 am - 12:00 pm

Hospitality ADVANCE

This course focuses on quality customer service—what it is and how to deliver it in a hospitality business, the benefits of high-quality customer service, industry skills to engage the guest, effective strategies for handling dissatisfied customers, and service recovery techniques.

Call 289-1744 and ask about the next start date.

Instructor	Location	Room	Days	Time
Staff	Call for schedule and location			

Volunteer Paraeducator Training

Enroll in this free course where participants learn how to provide educational support as volunteers or be 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 289-1744 to sign up.

Session: Call for dates

Instructor	Location	Room	Days	Time
Staff	Call for schedule and location			

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. Students get help filling out the N-400 application and practice for the exam and interview. Class is taught in English with study materials provided in Spanish, Arabic, Chinese, Tagalog, Vietnamese, and more. Students need to speak and understand basic English to attend the class.

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

Fall: Sep 25 – Dec 6, 2018

Winter: Jan 8 – Mar 7, 2019

Spring: Apr 9 – Jun 6, 2019

Instructor	Location	Room	Days	Time
Staff	5280 Valentine Road	229	TTh	6:30 - 8:30 pm

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 4 a 7 pm los lunes, martes, y jueves.

Plaza Comunitaria is a collaborative effort with the Mexican Adult Education Institute where

Spanish-speaking adults study subjects from elementary through high school levels. This is an excellent foundation for future education such as English language, preparation for High School Equivalency in Spanish, college, and more.

Instruction is given in Spanish and childcare is provided – all free.

Location	Days	Time
Sheridan Way Elementary	lunes	4:00 - 6:00 pm
Sheridan Way Elementary	martes y jueves	4:00 - 7:00 pm

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Location	Room	Days	Time
5280 Valentine Road	224	lunes - miercoles	6:00 - 9:00 pm

English as a Second Language

All classes are free.

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, using the BurlingtonEnglish computer program in the classroom and at home.

There is no textbook, no class fee, and no registration fee.

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

Classes begin in August and continue until July. 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.

¡Aprende inglés con una combinación de métodos tradicionales y tecnología moderna! Practicará hablando, escuchando, leyendo y escribiendo con un maestro, utilizando el programa informático BurlingtonEnglish en el aula y en casa. No hay libro de texto, ni tarifa de clase, ni tarifa de registro. Regístrese de 8 am a 5 pm, de lunes a viernes, en 5280 Valentine Road, Room 227. Las clases comienzan en agosto y continúan hasta junio y julio. Abrimos las clases a nuevos estudiantes varias veces durante el año escolar. Los estudiantes que comiencen después de agosto se unirán a una clase que ya está en progreso.

ESL Classes on VACE Campus at 5280 Valentine Road

You can register for one or more of these classes.

Class	Days	Time
Beginner English	MTWTh	9 am - 12 pm
Intermediate English	MTWTh	9 am - 12 pm
Advanced English	MTWTh	9 am - 12 pm
Beginner English	MTWTh	6 pm - 9 pm
Intermediate English	MTWTh	6 pm - 9 pm
Advanced English	MTWTh	6 pm - 9 pm
Computer Lab and Conversation	F	9 am - 12 pm

ESL Classes at Other Locations

Register in class during class hours.

Location	Days	Time
Briggs Elementary	TTh	6:00 - 9:00 pm
Sheridan Way Elementary*	MW	6:00 - 9:00 pm

*free childcare provided

Clases de inglés en el campus de VACE en 5280 Valentine Road

Puede registrarse para una o más de estas clases.

Class	Days	Time
Principiante	lunes - jueves	9 am - 12 pm
Intermedio	lunes - jueves	9 am - 12 pm
Avanzado	lunes - jueves	9 am - 12 pm
Principiante	lunes - jueves	6 pm - 9 pm
Intermedio	lunes - jueves	6 pm - 9 pm
Avanzado	lunes - jueves	6 pm - 9 pm
Laboratorio de computación y conversación	viernes	9 am - 12 pm

Clases en otras ubicaciones

Regístrese en clase durante el horario de clases

Location	Days	Time
Briggs Elementary	martes y jueves	6:00 - 9:00 pm
Sheridan Way Elementary*	lunes y miercoles	6:00 - 9:00 pm

*Se ofrece cuidado de niños gratuito



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

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. These subjects are taught as a series of individualized, self-paced courses.

Courses include:

- Accounting 1 (Concepts and Principles)
- QuickBooks (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.

Mondays

- Session 1: Jul 9 - Sep 17, 2018
- Session 2: Sep 24 - Dec 17, 2018
- Session 3: Jan 7 - Mar 25, 2019
- Session 4: Apr 8 - Jun 17, 2019

Wednesdays

- Session 1: Jul 11 - Sep 12, 2018
- Session 2: Sep 26 - Dec 12, 2018
- Session 3: Jan 9 - Mar 13, 2019
- Session 4: Apr 10 - Jun 12, 2019

Instructor	Location	Room	Days	Time
Messier	5200 Valentine Road	207	M	6:00 - 9:00 pm
Messier	5200 Valentine Road	207	W	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.

- Session 1: Jul 12 - Sep 20, 2018
- Session 2: Sep 27 - Dec 13, 2018
- Session 3: Jan 10 - Mar 14, 2019
- Session 4: Apr 11 - Jun 13, 2019

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Road	204	Th	6:00 - 9:00 pm

AutoCAD Intermediate

Upgrade your CAD design skills. Continue to learn professional quality drafting in two important areas: CAD design software and solid modeling



Community Enrichment Classes

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 12 - Sep 20, 2018

Session 2: Sep 27 - Dec 13, 2018

Session 3: Jan 10 - Mar 14, 2019

Session 4: Apr 11 - Jun 13, 2019

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Road	204	Th	6:00 - 9:00 pm

Revit Architecture 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 9 - Sep 17, 2018

Session 2: Sep 24 - Dec 17, 2018

Session 3: Jan 7 - Mar 25, 2019

Session 4: Apr 8 - Jun 17, 2019

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Road	204	M	6:00 - 9:00 pm

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:

- Solid Works 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 10 - Sep 11, 2018

Session 2: Sep 25 - Dec 11, 2018

Session 3: Jan 8 - Mar 12, 2019

Session 4: Apr 9 - Jun 11, 2019

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Road	204	T	6:00 - 9:00 pm



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.

- **Basic Introduction to Computing**—For novice computer users taking their first computer classes, students learn basic tasks using Windows, typing with word processing software, navigating the Web, and working with email.
- **Microsoft Windows**—Get an overview of computer hardware and software, 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 basic Word processing, spreadsheet, database, and presentation software with hands-on projects that fit your daily life.
- **Microsoft Access**—Learn to build and modify data tables, view and organize information, create and modify forms, and produce reports.
- **Microsoft Excel**—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**—Learn to work with documents, pictures and formats. Learn advanced features, such as creating tables, using mail merge and collaborating with workgroups.
- **Microsoft Power Point**—Create and customize presentations, work with audio and video, edit text, and deliver and modify presentations.
- **Keyboarding**—Develop touch-typing accuracy and speed.
- **Microsoft Outlook**—Used primarily as an email application, Outlook also includes a calendar, task manager, contact manager, and more.

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

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

Session 1: Jul 12 - Sep 20, 2018
 Session 2: Sep 27 - Dec 13, 2018
 Session 3: Jan 10 - Mar 14, 2019
 Session 4: Apr 11 - Jun 13, 2019

Instructor	Location	Room	Days	Time
Staff	5200 Valentine Road	207	Th	6:00 - 9:00 pm

Microsoft Office Review Classes

Want to kick up your Office skills? Attend hour-long sessions in our Microsoft Office Boot Camp class. 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 information

Instructor	Location	Room	Days	Time
Vinson	5200 Valentine Road	202	Th	4:00 - 5:00 pm



Community Enrichment Classes

Computer Graphics Classes

Adobe Photoshop Basics

Learn to edit and manipulate photos for print, video, and the internet. This course teaches creating images, using special effects and filters, and basic animation techniques. Students learn to import and export files and use digital cameras. Basic computer operations are NOT covered.

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

Session 1: Sep 27 - Dec 13, 2018
 Session 2: Jan 10 - Mar 14, 2019
 Session 3: Apr 11 - Jun 13, 2019

Instructor	Location	Room	Days	Time
Sigerist	5200 Valentine Road	106	Th	6:00 - 9:00 pm

Graphic Design Tips & Tricks for Beginners

Learn to design using the tips and tricks that seasoned professional graphic designers use. This class teaches using Quick Keys, understanding industry lingo, using filters and effects, seamless photo editing, and identifying photoshopped images. This is a lecture- and tutorial-based class. Basic knowledge of Adobe Creative Cloud is required. Basic computer operations are NOT covered.

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

Session 1: Sep 25 - Dec 11, 2018
 Session 2: Jan 8 - Mar 12, 2019
 Session 3: Apr 9 - Jun 11, 2019

Instructor	Location	Room	Days	Time
Roberts	5200 Valentine Road	106	T	6:00 - 9:00 pm



Medical Classes

Medical Office

Prepare for an exciting career in the medical industry. A wide range of class offerings opens opportunities to move into medical office work or to upgrade skills.

The following courses are available:

- **Medical Terminology**—Learn to interpret medical terms (prefixes, suffixes and root words) and how the terms relate to different body systems as part of basic anatomy and physiology
- **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 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.

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

Session 1: Jul 10 - Sep 11, 2018
 Session 2: Sep 25 - Dec 11, 2018
 Session 3: Jan 8 - Mar 12, 2019
 Session 4: Apr 9 - Jun 11, 2019

Instructor	Location	Room	Days	Time
Hamilton	5200 Valentine Road	206A	T	6:00 - 9:00 pm



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

Session 1 starts September 6, 2018; Session 2 starts December 17, 2018; Session 3 starts April 8, 2019

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

Art Classes

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!

Instructor	Location	Days	Time
Sargent	Ventura Avenue Adult Center	T	9:00 am - 12:00 pm

Art – Drawing and Painting in Watercolor, Oil, and Acrylic

Painting in oil, acrylic, and watercolor. 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.

Instructor	Location	Days	Time
Klement	Silvercrest Residences	T	1:00 - 4:00 pm
Klement	Chapel Lane Senior Apts	Th	1:00 - 4:00 pm

Music Classes

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.

Instructor	Location	Days	Time
Judd	Buena High School	W	7:00 - 10:00 pm

Ventura County Concert Band

2018–19 FREE CONCERTS

will be held at 3:00 pm at the
Ventura High School Auditorium
on the following Sundays:

November 4, 2018

January 27, 2019

March 31, 2019

June 2, 2019



Lifelong Learning for Savvy Seniors

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.

Instructor	Location	Room	Days	Time
Groeneveld	5200 Valentine Road	RHCR	M	6:00 - 10:00 pm

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 people who love to sing.

Instructor	Location	Room	Days	Time
Reed	5200 Valentine Rd	104	T	2:00 - 4:30 pm

Chorus – Pacific Sound Chorus

Join us in an atmosphere that is both fun and extremely rewarding. Learn proper vocal and breathing techniques and four-part harmony while singing *a capella* style. This class is open to adults of all ages and is a collaboration between Ventura Adult and Continuing Education and Pacific Sound Chorus.

Instructor	Location	Room	Days	Time
Browne	5200 Valentine Road	104	M	7:00 - 10:00 pm



Parenting, Family, and Consumer Education

FEES \$2/hour (see fees listed for individual classes), \$5/hour drop in rate plus annual \$10 registration fee

Session 1 starts September 6, 2018; Session 2 starts December 17, 2018; Session 3 starts April 8, 2019

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

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.

Fee: \$90 per 10-week session

Instructor	Location	Room	Days	Time
Advani	5200 Valentine Road	201	Th	9:00 am - 12:00 pm

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: \$90 per 10-week session

Instructor	Location	Room	Days	Time
Advani	5200 Valentine Road	201	W	9:00 am - 12:00 pm

Fee: \$120 per 10-week session

Instructor	Location	Room	Days	Time
Advani	5200 Valentine Road	201	W	12:30 - 4:30 pm

Spanish – Spanish for Educators, Parents and Community Members, 2nd Year

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 the basic grammar and vocabulary skills that will help them communicate with Spanish-speaking K-12 students, parents, and others.

Call for session dates. New students can join any time, but should be aware that this is a course continuing from last year and not appropriate for absolute beginners.

Instructor	Location	Room	Days	Time
Rodriguez	5280 Valentine Road	225	T	4:00 - 5:45 pm



Parenting, Family, and Consumer Education

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

Instructor	Location	Room	Days	Time
Martz	5200 Valentine Road	201	F	9:30 am - 12:00 pm

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 session):

Mondays	No Summer; \$50 Fall; \$45 Winter; \$50 Spring
Tuesdays	\$35 Summer; \$50 Fall; \$50 Winter; \$50 Spring
Wednesdays	\$20 Summer; \$45 Fall; \$50 Winter; \$50 Spring
Thursdays	\$20 Summer; \$50 Fall; \$50 Winter; \$50 Spring

Instructor	Location	Room	Days	Time
Thurston	5200 Valentine Road	104	M	4:00 - 5:30 pm
Wilson	5200 Valentine Road	104	T	5:30 - 7:00 pm
Thurston	5200 Valentine Road	104	W	4:00 - 5:30 pm
Thurston	5200 Valentine Road	104	Th	5:30 - 7:00 pm



Adults with Disabilities

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.

Instructor	Location	Days	Time
Wilson	The Arc of Ventura County	MWThF	8:00 - 11:00 am
Wilson	The Arc of Ventura County	MWThF	11:30 am - 2:30 pm
Wilson	The Arc of Ventura County	MWThF	7:45 - 11:30 am
Wilson	The Arc of Ventura County	MWThF	12:00 - 3:45 pm

Community Access Skills and Functional Academics

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.

Instructor	Location	Days	Time
Wilson	The Arc of Ventura County	MF	8:30 am - 2:30 pm

Life Skills and Functional Academics

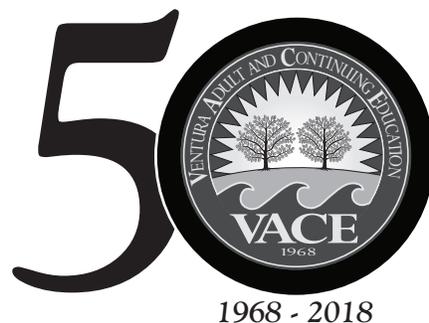
Life Skills and Functional Academics

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.

Instructor	Location	Days	Time
Wilson	The Arc of Ventura County	W	8:00 am - 12:00 pm
Wilson	TIL	M	5:45 pm - 7:30 pm

Class Listings

Accounting Fundamentals and QuickBooks.....	57	Google Academy.....	54
Adobe Photoshop Basics.....	60	Graphic Design Tips & Tricks for Beginners.....	60
Adult Basic and Secondary Education.....	50	High School Class Offerings:.....	52
Art – Creative Arts.....	61	Hospitality ADVANCE.....	54
Art – Drawing and Painting in Watercolor, Oil, and Acrylic.....	61	How do I enroll?.....	53
AutoCAD Basics.....	57	K12 Math Success.....	53
AutoCAD Intermediate.....	57	Life Skills.....	50
Band – Ventura County Concert Band.....	61	Life Skills and Functional Academics.....	65
Career Technical Education.....	50	Line Cook Certificate.....	50
Chorus – Gold Coast Concert Chorus.....	62	Line Cook Internship.....	50
Chorus – Pacific Sound Chorus.....	62	Medical Office.....	60
Chorus – Ventura Choraliens.....	62	Microsoft Office Review Classes.....	59
Clases de inglés en el campus de VACE en 5280 Valentine Road.....	56	Prep Cook Certificate.....	50
Clases en otras ubicaciones.....	56	Revit Architecture Basics.....	58
Clothing Construction – Needle Arts and Sewing.....	63	SolidWorks Basics.....	58
Clothing Construction – Quiltmaking.....	63	Spanish – Conversational.....	64
Community Access Skills and Functional Academics.....	65	Spanish Language Elementary to High School Education.....	55
Computer and Business Enrichment Classes.....	59	Spanish – Spanish for Educators, Parents and Community Members, 2nd Year.....	63
ENCORE Computer and Technology Training for Senior Job Seekers.....	53	The Arc of Ventura County Program.....	65
ESL Classes at Other Locations.....	56	US Citizenship.....	55
ESL Classes on VACE Campus at 5280 Valentine Road.....	56	Volunteer Paraeducator Training.....	54
Food Handler Certificate.....	50	What Are ABE Literacy Classes?.....	53
Food Service and Hospitality Program.....	50	What is HSE?.....	52
		Workforce Development Academy.....	53
		Yoga – Healthy Living Through Yoga.....	64



Thank You ...

Companies Hiring Our Graduates!

TRAINING THAT GETS THE JOB!

Accountemps
 ACM Computers
 Adam Sherman, M.D.
 Advantage Physical Therapy
 AGIA
 A. L. Johnson
 Alamar Medical Group
 All Cats Clinic
 Amgen
 Anacapa Surgical Group
 Apria Health Care
 Art Glass Millworks
 Asparagus Studios
 Bank of America
 Baxter Medical
 Behzad Ourmazdi, MD
 Bendpak
 Bit Vision
 Blue Cross
 Borla Performance Industries
 Bralley, Bentley & Wilson
 BuenaVista Shutters
 Burnwall Physical Therapy
 California Cardiac Surgeons
 California Retinal Consultants
 Camarillo Cardiology Group
 CAPS (Community Access Partners) TV
 CardService
 Carnegie
 CBC Federal Credit Union
 Chocolate Video Company
 CIO Solutions
 Cipolla & Calaba
 Cirqua
 City of Los Angeles
 City of Santa Paula
 City of Santa Barbara
 City of Ventura
 Clinicas Del Camino Real
 Closet Crafters
 CMH Center for Family Health
 Coastal Allergy Medical Group
 College Care Pharmacy
 Community Memorial Hospital
 Compuwave
 Conejo Medical Center
 Consumer Credit Counseling Service
 Cornerstone Architects
 Costco Pharmacy
 Cottage Hospital
 County of Ventura
 County of Ventura Sheriff's Dept
 Cox Media
 Cunningham & Associates
 CVS Pharmacy
 Cyber Touch
 D & R Consultants

Data Exchange
 Delicate Productions
 Dermatology Group of Oxnard
 Digologo Multimedia Group
 Divine Graphics
 Dr. I. B. Wakum Family Practice
 Dr. Stan Jensen
 Don's Industrial
 Eco-Quest International
 Edmond Dooman, D.C.
 Edwards Label
 Entre Computer
 ETS Express
 Express Pros
 Fabricmate
 Family to Family Medical Group
 Fillmore Medical Group
 Fluid Kinetics
 Fred Favre, MD
 Fry's Electronics
 G Solutions
 G & C Technologies
 Garcia Architects
 Gargiulo Company
 General Surgery Medical Group
 Gibbs International
 Gold Coast Transit
 Goodwill Industries
 GPA Architectural
 Hampton Fitness Products
 Harbor Freight Tools
 Herbay Pharmacy
 Hillford Moving & Storage
 Hoffman Products
 Home Depot
 Hovell and Polarsky
 Hot Section Technologies
 Infogrip
 Interconnect Systems
 International Engine Parts
 IRJ Engineering
 Jano Graphics
 JD Power
 Jensen Engineering
 Jet Air Technologies
 Johanson Technology
 Kaiser Permanente
 Keith English, M.D.
 KEYT
 Kidde Dual Spectrum
 Kinnimed
 Kreido Laboratories
 Las Islas Medical Clinic
 Laurel Springs School
 Letter Perfect Stationery
 Link Tech
 Linquist Productions

Lisa Wong, L.Ac
 Lorenzo Walker, MD
 Loma Vista Family Practice
 Los Robles Podiatry Group
 LPL Financial
 LVH Entertainment
 Lynda.com
 Magnuson
 Marriott Beach Hotel
 Medicine Shoppe
 Medtronics
 Merlin's Medical Supply
 MJP Computers
 Montecito Printing
 Naturally Aged Flooring
 Norris Graphics
 Nusil, Inc.
 Ojai Family Medical Group
 Ojai Unified School District
 Ojai Valley Hospital
 Ojai Valley Inn
 OMAC Pharmacy
 Opalsoft
 Oxnard Pulmonary Group
 Oxnard Veterinary Hospital
 Pacific Physical Therapy
 Parker Hannifin Corporation
 Paychex
 Perfect Line
 Perfect Products
 Performance Group
 Peter Karlsberg, MD
 Phoenix-E
 Pleasant Valley School District
 Precision Microcast
 PSI
 Quest Diagnostics
 Quick Printing Plus
 Raypak
 Raytheon
 Reiter Affiliated
 RGH Entertainment
 Rhino Graphics
 Rincon Engineering
 Rite Aid
 Riviera Bronze
 Rockwell Scientific
 Root Industries
 SAIC
 Salem Communication
 Sansum Medical Clinic
 Saticoy Self-Storage
 SCIF
 Seaview Medical Clinic
 Select Staffing Services
 Seminis
 Shepherd's Place Pharmacy

Shopper Metal Works
 Sierra Vista Family Medical Group
 Signs of Distinction
 SimbaCal
 Sinusfarmacy
 Skurka Engineering
 Sloan LED
 So Cal Value Added
 Southern California Edison
 Specialty Surgical Center
 Spherion Staffing
 Spluttered Film, Inc.
 St. John's Regional Imaging Center
 Sudha Nathan, MD
 Sunrise Physical Therapy
 Supreme Auto Care Products
 T&M Machining
 Techzam
 Teledyne
 Thousand Oaks Dermatology
 Thousand Oaks Pediatric
 TMJ Concepts
 Triad Systems International
 Turning Point Foundation
 United Staffing Associates
 Ventura Chamber of Commerce
 Ventura County Medical Center
 Ventura Dialysis Center
 Ventura Ear, Nose and Throat
 Ventura Endoscopy
 Ventura Executive Suites
 Ventura Hand Center
 Ventura Metals
 Ventura Missionary School
 Ventura Unified School District
 Venture Logistics
 Visiting Angels
 Vista Del Mar
 Visual Photography
 Voice Print International
 Walgreen's Pharmacy
 Warehouse Discount Center
 Warwar Medical Group
 WellPoint
 Wellspring Medical Group
 West Coast Water Services
 West Ventura Medical
 Westlake Village Pharmacy
 Wiggins Lift
 Wilwood Engineering
 Worldwide Moving Storage
 Workrite Uniforms
 World Circuit Technology
 Yuching Liao, MD

Ventura Adult and Continuing Education

Ventura Unified School District



Adults with Disabilities
Community Enrichment
Career Technical Education
Lifelong Learning for Savvy Seniors
Parenting, Family, and Consumer Education
Adult Literacy and High School Diploma
English as a Second Language and Citizenship



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Cover designed by Graphics student Francisco Rocha