Ventura Adult and Continuing Education

VACE

2022 - 2023

CATALOG

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

V A C E

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

High School Diploma and High School Equivalency

Adult Basic Education

English as a Second Language

Citizenship Preparation

Computer Literacy Training

Community Enrichment Classes

Adults with Disabilities

Lifelong Learning for Savvy Seniors

Table of Contents

Celebrating over 55 Years of Excellence in Adult Education

55 Years

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 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 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 2020 for six years. Both accrediting agencies are recognized by the U.S. Department of Education. VACE has been acknowledged at both the state and federal levels for exceptional standards. 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

Dr. Jerry Dannenberg, President, Trustee Area 4
Calvin Peterson, Vice-President, Trustee Area 5
Sabrena Rodriguez, Trustee Area 2
Alicia La Vere, Trustee Area 3
James Forsythe, Trustee Area 1

Administration

Dr. Antonio Castro, Superintendent
Dr. Greg Bayless, Assistant Superintendent
Ahsan Mirza, Assistant Superintendent
Gina Wolowicz, Assistant Superintendent

Ventura Adult and Continuing Education

Carolyn Vang-Walker, Director/Principal
MA, California Lutheran University
Email: Carolyn.Vang-Walker@AdultEdVentura.edu
Phone: 805-289-1744 Extension 1108

Sean Bell, Assistant Principal
MBA, California Pacific University
MA/TESL, Spring Arbor University
Phone: 805-289-1744 Extension 1303

Jean Ellis, Assistant Principal
M.Ed., California State University, Northridge
Email: Jean.Ellis@AdultEdVentura.edu
Phone: 805-289-1744 Extension 1229

Full-time Instructional Staff

Jeffrey Albaugh
MA, Pacifica Graduate Institute

Josh Ball
CSWA (Certified SolidWorks Associate)
AS, Ventura College

Scott Collins
ACP (Autodesk Certified Professional - AutoCAD)
CSWA (Certified SolidWorks Associate)
Teaching Credential, State of California

Jim Earley
MA, Rocky Mountain College of Art + Design

Raffi Gabriel
Teaching Credential, State of California

Margie Garzon
M.Ed, Azusa Pacific University

Brian Harrison
MCSA, Teaching Credential, State of California

Sandra Jennings
MA/MS/M.ED., Vanguard University

Elesia Jones
Teaching Credential, State of California

Gisela Martinez
AA, Ventura College
AS Santa Barbara City College

Mariya Messier
BS, University of Plovdiv, Bulgaria

Rich Sigerist
AA, Ventura College

Susan Vinson
BA, Wichita State University

Christine Wilson
BA, Flagler College

Mary Wilson
BA, Ripon College

School Information

Part-time Instructional Staff

Jane Advani
   BS, Northland College

Monica Borkowski
   BA, California State University Sacramento

Joslynn Browne
   BS, Westmont College

Amy Crittenden
   BA, Fort Lewis College

Cindy Dorn
   AA, Fullerton College

Christina Dorso
   MPA, California State University, Northridge

Tim Fries
   Teaching Credential, State of California

Sam Harley
   BS, State University of New York, New Paltz

Michelle Johnson
   MA, MS, M.Ed., Pepperdine University

Julie Judd
   Ph.D., University of South Florida

Judy Klement
   Teaching Credential, State of California

Jackie Lopez
   Teaching Credential, State of California

Tyler Madonna
   Teaching Credential, State of California

Susan Martz
   M.Ed., University of Pittsburgh

Cliff Rodrigues
   MA, University of Southern California

Seth Schulz
   MA, MS, M.Ed., Arizona State University

Heidi Sohn
   BA, University of Arizona

Kari Hoffman Sorensen
   BA, California State University, Channel Islands

Marguerite Stouthamer
   MA, California Lutheran University
   MA, Antioch University, Los Angeles

Lynne Thurston
   BS, Wayne State University

Natalie Tomatis
   BA, California State University, Sacramento

Maria Uribe
   MA, Stockholms Universitet

Carla Valdez
   BA, California State University, Northridge

Pam Williams
   M.Ed., SOKA University of America

Support Staff

Frank Ayala, Custodian

Lisa Chapman, School Support Secretary

Juan Carlos Lopez Beltran, Custodian

Kendall Griffin, Attendance Technician

Valerie L. Gaona, Accountant

Leticia Murillo, Billing Services

Myra Nunley, Financial Aid Technician

Timothy Oglesbee, Studio Production Technician

Javier Perez, Custodian

Vicki Stiffler, Vocational Enrollments

Halyna Turchyn, Assessment Technician

Kathy Walker, Special Assistant

Locations

Where to Find Us

VACE is a non-smoking campus.
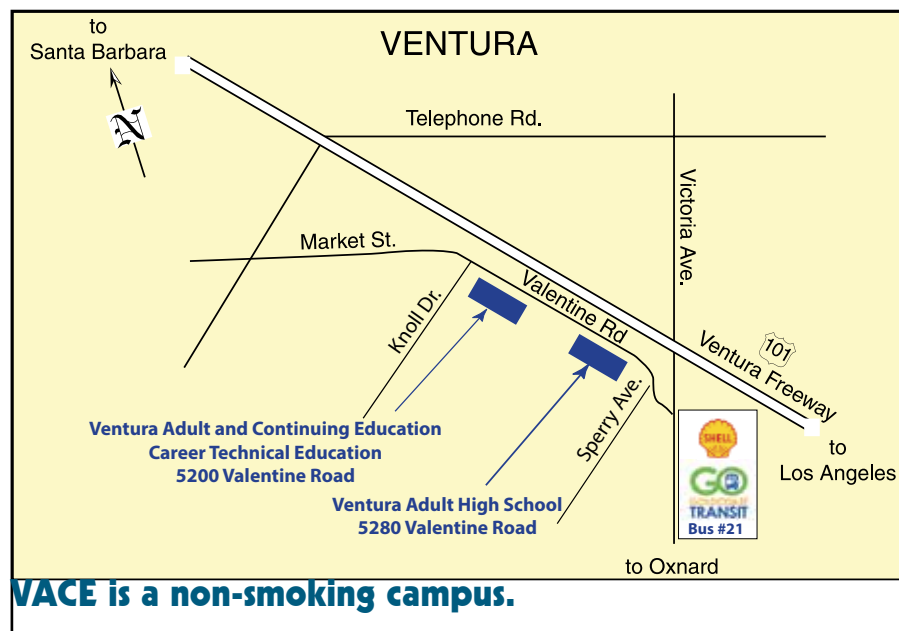
Ventura Adult and Continuing Education
Administrative Office

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
Phone: 805-289-1744
FAX: 805-644-9694

High School Diploma, High School Equivalency, Adult Basic Education, and ESL/Citizenship Programs

5280 Valentine Road
8 am-5 pm, M-F
Phone: 805-289-1749
FAX: 805-289-7932

Class Locations

America's Job Center of California ....2901 N . Ventura Rd, Oxnard

Briggs Elementary School... 14438 Telegraph Road, Santa Paula

Buena High School................................ 5670 Telegraph Rd

De Anza (DATA) Middle School .... 2060 Cameron Street

Elmhurst Elementary School........................ 5080 Elmhurst St

EP Foster Elementary School ....20 Pleasant Place

Sheridan Way Elementary School............... 573 Sheridan Way

The Arc .... 295 Arcade Drive

The Arc .... 5103 Walker Street

Todd Road Jail .... 600 Todd Road, Santa Paula

Training for Independent Living ....148 S. Palm Street

Ventura Adult Education Center .. 5200-5280 Valentine Road

Ventura Avenue Adult Center.......... 550 N. Ventura Avenue

Ventura High School............................ 2 N. Catalina Street

Bus Schedules

VACE's Administrative Office at 5200 Valentine Road, Suite 101, has bus schedules available. The closest bus stop is located at Valentine Road and Victoria Avenue and offers an excellent, green alternative to driving.

2023 - 2024 Holidays and Events

June 19 - July 4, 2023..............................Summer Recess

July 4 ....Independence Day

August 4...No classes

August 7...No classes

August 21-22 ....No classes

September 1 ....No classes

September 4 ....Labor Day

September 18 ....Constitution Day Observed

September 25 ....No classes

October 23-27..Fall Recess

November 10............................. Veterans' Day Observed

November 22-24 ....Thanksgiving Holiday

December 25, 2023 - January 5, 2024..........Winter Recess

January 15 .... Martin Luther King, Jr. Day

January 29 ....No classes

February 16 ....Presidents' Day

February 19 ....Washington's Birthday

March 29 ....Board Holiday

April 1-5 .... Spring Recess

May 27.. Memorial Day

June 17-28...Summer Recess

Ventura Adult and Continuing Education

Career Technical Education - 215

July 2023 - June 2024

July 2023 (19)

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August 2023 (21)

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September 2023 (19)

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October 2023 (17)

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November 2023 (18)

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December 2023 (16)

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July
3 Summer Break
4 Independence Day Observed

August
4-7 No Classes
21-22 No Classes - Inservice

September
1 No Classes
4 Labor Day
18 Constitution Day Observed
25 No Classes - Inservice

October
23-27 Fall Break

November
10 Veteran's Day Observed
22 No Classes
23 Thanksgiving Day
24 No Classes

December
25-31 Winter Break

January
1-5 Winter Break
15 M.L. King Day
29 No Classes - Inservice

February
16 Lincoln's Birthday Observed
19 Presidents' Day

March
29 Board Holiday

April
1-5 Spring Break

May
27 Memorial Day

June
17-30 Summer Break

January 2024 (17)

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February 2024 (19)

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March 2024 (20)

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April 2024 (17)

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May 2024 (22)

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June 2024 (10)

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Ventura Adult and Continuing Education

HSD HSE ABE ESL – 185 Days

July 2023 - June 2024

July 2023

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August 2023

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September 2023

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November 2023

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December 2023

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July

3-28	Summer Session
4	Independence Day Observed

August

1-22	Closed to Students
18-22	No Classes – Inservice
23	First day of school

September

4	Labor Day
25	Non Student Contact Day

October

23-27	Fall Break

November

10	Veteran's Day Observed
22	No Classes
23	Thanksgiving Day
24	No Classes

December

25-31	Winter Break

January

1-5	Winter Break
15	M.L. King Day
29	No Classes - Inservice

February

16	Lincoln's Birthday Observed
19	Presidents' Day

March

29	Board Holiday-Closed

April

1-5	Spring Break

May

27	Memorial Day

June

14	Proposed Graduation HSD/HSE
17-28	Proposed Summer Session
19	Juneteenth-Observed

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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Ventura Adult and Continuing Education

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July 2023 - June 2024

July 2023 (16)

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August 2023 (20)

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September 2023 (19)

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October 2023 (17)

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November 2023 (18)

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December 2023 (16)

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July
3-7	Summer Break
10	Classes Begin

August
4-7	No Classes
18	No Classes
21-22	No Classes - Inservice

September
1-4	Labor Day-No classes
18	Constitution Day Observed
25	Non Student Contact

October
23-27	Fall Break

November
10	Veteran's Day Observed
22	No Classes
23	Thanksgiving Day
24	No Classes

December
25-31	Winter Break

January
1-5	Winter Break
15	M.L. King Day
29	No Classes - Inservice

February
16	Lincoln's Birthday Observed
19	Presidents' Day

March
29	Board Holiday-Closed

April
1-5	Spring Break

May
27	Memorial Day

June
17-28	Summer Break

January 2024 (16)

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February 2024 (19)

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March 2024 (20)

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April 2024 (17)

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May 2024 (22)

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June 2024 (10)

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Ventura Adult and Continuing Education

Evening Community Enrichment

July 2023 - June 2024

July 2023 (19)

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August 2023 (21)

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September 2023 (19)

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October 2023 (17)

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November 2023 (18)

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December 2023 (16)

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July
3	Summer Break
4	Independence Day Observed

August
4-7	No Classes
21-22	No Classes - Inservice

September
1	No Classes
4	Labor Day
25	No Classes - Inservice

October
23-27	Fall Break

November
10	Veteran's Day Observed
22	No Classes
23	Thanksgiving Day
24	No Classes

December
25-31	Winter Break

January
1-5	Winter Break
15	M.L. King Day
29	No Classes - Inservice

February
16	Lincoln's Birthday Observed
19	Presidents' Day

March
29	Board Holiday

April
1-5	Spring Break

May
27	Memorial Day

June
17-30	Summer Break

January 2024 (17)

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February 2024 (19)

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March 2024 (20)

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April 2024 (17)

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (22)

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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June 2024 (10)

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

revised 4/24/2023

Ventura Adult and Continuing Education

Lifelong Learning and Consumer Education

July 2023 - June 2024

July 2023 (19)

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023 (21)

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September 2023 (19)

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October 2023 (17)

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29	30	31				

November 2023 (18)

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December 2023 (16)

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24	25	26	27	28	29	30
31						

July
- 3 — Summer Break
- 4 — Independence Day Observed

August
- 4-7 — No Classes
- 21-22 — No Classes - Inservice

September
- 1 — No Classes
- 4 — Labor Day
- 25 — No Classes - Inservice

October
- 23-27 — Fall Break

November
- 10 — Veteran's Day Observed
- 21-22 — No Classes
- 23 — Thanksgiving Day
- 24 — No Classes
- 28-30 — No Classes

December
- No Classes

January
- 1-5 — Winter Break
- 15 — M.L. King Day
- 29 — No Classes - Inservice

February
- 16 — Lincoln's Birthday Observed
- 19 — Presidents' Day

March
- 29 — Board Holiday

April
- 1-5 — Spring Break

May
- 27 — Memorial Day

June
- 17-30 — Summer Break

January 2024 (17)

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28	29	30	31			

February 2024 (19)

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March 2024 (20)

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April 2024 (17)

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28	29	30				

May 2024 (22)

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June 2024 (10)

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23	24	25	26	27	28	29
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revised 4/24/2023

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.

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 https://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, immigration status 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)

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.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(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.

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.

Policies and Procedures

Sexual Harassment

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

Ventura Unified School District Equal Opportunity Policy

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

Voter Registration

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

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

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

Career Technical Education

VACE Career Technical Education Vision Statement

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

Program Philosophy and Purpose

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

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

Career Technical Education

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.

Career Technical Education   Policies and Procedures

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.

Attendance Policy:
VACE/CTE is designed to instruct adult students in vocational training programs that will support the students job-related goals. One major factor in achieving this goal is attendance. VACE/CTE is a "clock hour" program and does not function like a traditional school in relation to absenteeism. It functions like a place of employment. Thus, on the job, even one absence with or without an excuse can jeopardize your employment. **Your training program commitment at VACE/CTE should reflect your commitment to a job.**

Your attendance is critical to the success of your VACE/CTE program. **The attendance policy requires you to be in class a minimum of 80% of your total program clock hours**. Failure to maintain attendance above this level may result in being placed on attendance probation. VACE/CTE also requires attendance at all job placement workshops, resume appointments and a mock interview. Failure to complete these requirements by the end of your program may result in a delay in the issuing of your graduation certificate.

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

VACE 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

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. VACE provides educational opportunities regardless of age, heritage, handicapping condition, or background.

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. Online registration is available on our website at www.AdultEdVentura.edu. Look for the link **Register Online Here** to enroll online.

Assessments

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

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

An assessment is often 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 an 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 forwards the report to the agency upon request.

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-chosen clothes can make the difference.

Minimum appropriate professional attire: *Inappropriate for class or workplace:*

Men:	*Women:*	*All Students*:	
Long pants	*Dresses or skirts and blouses*	*Shorts*	*Tee shirts*
Collared shirt	*Pants and blouses*	*Swimsuits*	*See-through clothing*
Scrubs/lab coats for medical students	*Scrubs/lab coats for medical students*	*Tank tops*	*Excessive colognes*
Business shoes and socks	*Heels or business shoes*	*Hats*	*Soiled, stained, torn or*
Clean hairstyles	*Clean hairstyles*	*Workout clothes*	*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%.

Graduation Requirements

Students are required to complete all Program elements/competencies in order to receive a CTE Program Graduation Certificate.

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

NCCT 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, MMCI requires that NCCT Testing Applicants apply to test at least two weeks before desired testing date. 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. 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. You must bring two current forms of lD: at least one government issued (both with photo). Call Leticia Murillo at 289 1744, ext. 1103, for further information.

Testing Dates and Times

- September 11, 2023 at 6pm
- November 13, 2023 at 6pm
- January 8, 2024 at 6pm
- March 11, 2024 at 6pm
- May 13, 2024 at 6pm
- July 8, 2024 at 6pm

Counseling and Referral Services

Counseling is available as well as referrals to community agencies. Ventura County offers help by dialing 211 to reach a free, 24-hour emergency hotline with thousands of local health and human services resources.

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. 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 video recorded mock interview 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 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 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
- 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

Career Technical Education   Financial Aid

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. Fill out the Free Application for Federal Student Aid (FAFSA).

For information contact:

> Myra Nunley, Financial Aid Technician
> Ventura Adult and Continuing Education (VACE)
> 5200 Valentine Road
> Ventura, CA 93003
> Email: Myra.Nunley@AdultEdVentura.edu

Student Eligibility Requirements:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25
- Maintain satisfactory academic progress and attendance in postsecondary school
- Show you're qualified to obtain a postsecondary education by having a high school diploma or a 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:

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 2022-2023 is $6,895, 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 2022-2023 Award Year is fixed at 4.99%.   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 2022-2023 Award Year is fixed at 4.99% 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 2022-2023 Award Year is fixed at 7.54% 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 after final distribution of funds**.

How Do I Apply for Financial Aid?

You will need to determine whose information to report on the *Free Application for Federal Student Aid* (FAFSA)—independent students report yours (and, if married, your spouse's); if you're a dependent student, yours and your parent's.

- You must set up a username and password that lets you apply and "sign" your online application. In addition, the "parent for a dependent student" will need to apply for a user name and password as well so they can "sign".

- Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). For the 2022-2023 Award Year, the student will need 2020 income as well as the "parent's 2020 income for a dependent student".

- Apply online for 2022/2023 at FAFSA on the Web at www.studentaid.gov (Prior information from 2021-2022 should already be displayed in the 2022-2023 application.) Review and update as necessary. You will be given the opportunity to import your 2020 taxes from the IRS. Do this if at all possible. Otherwise, you will have to order a tax return transcript from irs.gov. or bring in a copy of your tax return. After filling out all of the information, 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.

- 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 2020 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
Classes Available Online, Hybrid, and In-person

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 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. Students are required to complete all Program elements/competencies in order to receive a CTE Program Graduation Certificate.

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 to full-charge bookkeeping 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

Financial Aid Available
to those who qualify

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
- QuickBooks Basics
- Word Processing Fundamentals

OPTIONAL COURSE ENHANCEMENTS:

- Computerized Accounting Simulation

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

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 reconcile bank records to checking account records, post ledgers, perform collections, issue checks, verify financial data and business transactions, and prepare, and process invoices. Students also learn to use electronic calculators.

For a complete list of program fees, see page 49.

CBEDS Code 4600 Accounting

Computerized Financial Accounting   26 weeks (910 hours)

Financial Aid Available
to those who qualify

ELEMENTS:

- Accounting 1, 2, and 3
- Business English Basics
- Business Math Applications
- Computer Accounting Sage 50
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Fundamentals
- Electronic Calculator
- Keyboarding 1
- Managerial Accounting
- Payroll Accounting
- Payroll Simulation
- QuickBooks Basics and Advanced
- Word Processing Fundamentals

OPTIONAL COURSE ENHANCEMENTS:

- Computer Database Enhancements

Software: Microsoft programs including Windows, Word, Excel, and Access; Sage 50 Accounting; 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 managerial accounting course, a payroll accounting course, and then applying this knowledge through numerous projects using both Sage 50 Accounting software and QuickBooks, and by completing a payroll simulation which includes quarterly and annual federal and state returns.

Additionally, students complete formal bank reconciliations, make accrual accounting entries, perform closing and reverse entries, prepare nine financial statements.

Career Technical Education
Business
Programs

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

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

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

Professional certification is awarded after program completion. All programs emphasize the importance of active problem solving, quality work production, effective communication and goal setting, and job readiness. Graduates of these programs will have an advantage in the competitive job market and possess the tools necessary to be successful in today's workplace.
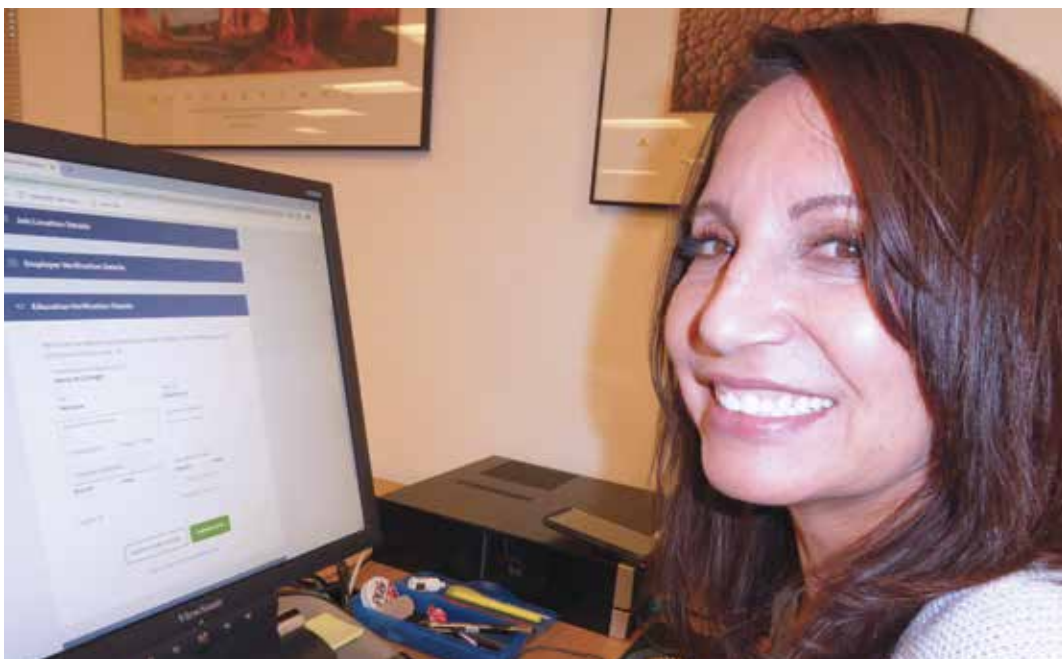
CBEDS Code 4622 Business Support and Services

Administrative Assistant

Financial Aid Available
to those who qualify

18 weeks (630 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

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

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

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

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

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

Students in the administrative assistant program will also learn to schedule appointments, update calendars, and handle incoming and outgoing mail. This program culminates in a real-life simulation which incorporates all skills previously learned.
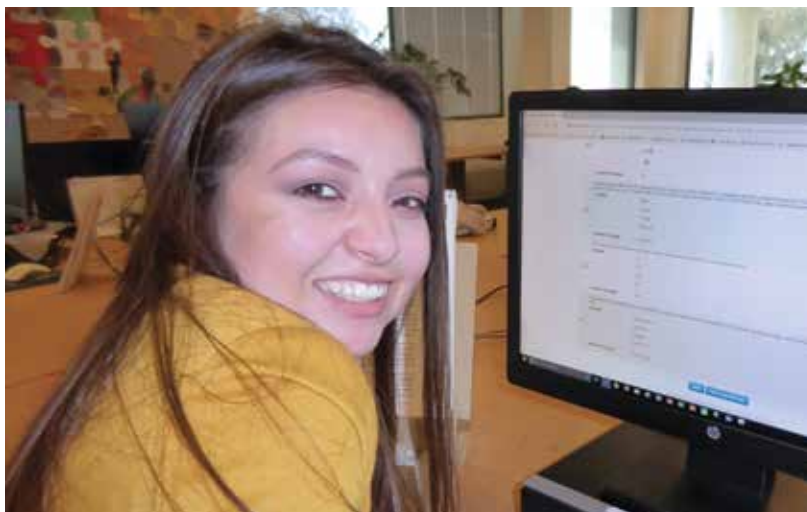
For a complete list of program fees, see page 49

CBEDS Code 4637 Business Management

Business Administration

28 weeks (980 hours)

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Computer Accounting Sage 50
- Payroll Accounting/Simulation

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

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

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

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

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

Students learn to use Microsoft Office to enhance spreadsheets with charts, pivot tables, and complex formulas. They learn to manage databases, create tables, reports, and forms–valuable skills necessary for any office. Job duties vary and may include more complex responsibilities, such as reviewing incoming documents, conducting research, basic bookkeeping, and preparing extensive reports.
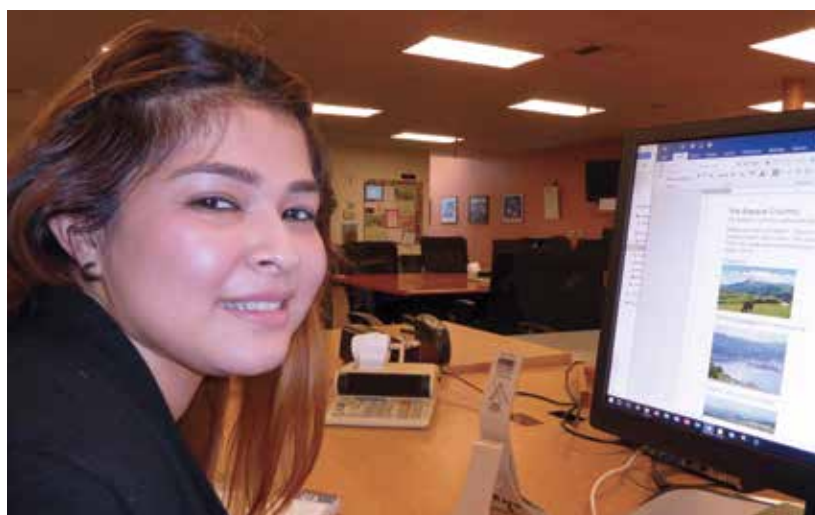
For a complete list of program fees, see page 49

CBEDS Code 4637 Business Management

Business Administration and Management 35 weeks (1225 hours)

Financial Aid Available

ELEMENTS:

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

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 3
- Managerial Accounting

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

EMPLOYMENT OPPORTUNITIES:

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

COURSE INFORMATION:

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

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

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

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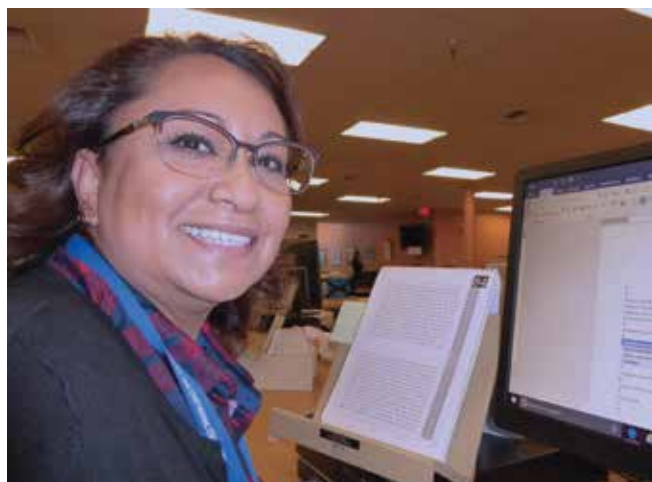
Career Technical Education Computer-Aided Design Programs

In the innovative, cutting-edge, 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)

Financial Aid Available
to those who qualify

ELEMENTS:

- Manual Drafting Fundamentals
- Manual Drafting Projections and Views
- Manual Drafting Applications
- Computer and Internet Fundamentals
- Word Processing Fundamentals
- Computer 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 User (ACU) Exam
- SolidWorks Fundamentals
- SolidWorks 3D Solids Modeling
- SolidWorks Assemblies
- SolidWorks Production Drawings
- SolidWorks Sheet Metal Design
- SolidWorks Industrial Applications
- Rapid Prototyping
- Portfolio Development
- Certified SolidWorks Associates (CSWA) Exam

COURSE INFORMATION:

This comprehensive course builds on the Computer-Aided Design Drafter program and adds 3D solid-modeling using the industry-leading parametric CAD software program, SolidWorks. Students with little or no previous CAD or computer experience can gain 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 AutoCAD Certified User Exam (ACU) exam 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
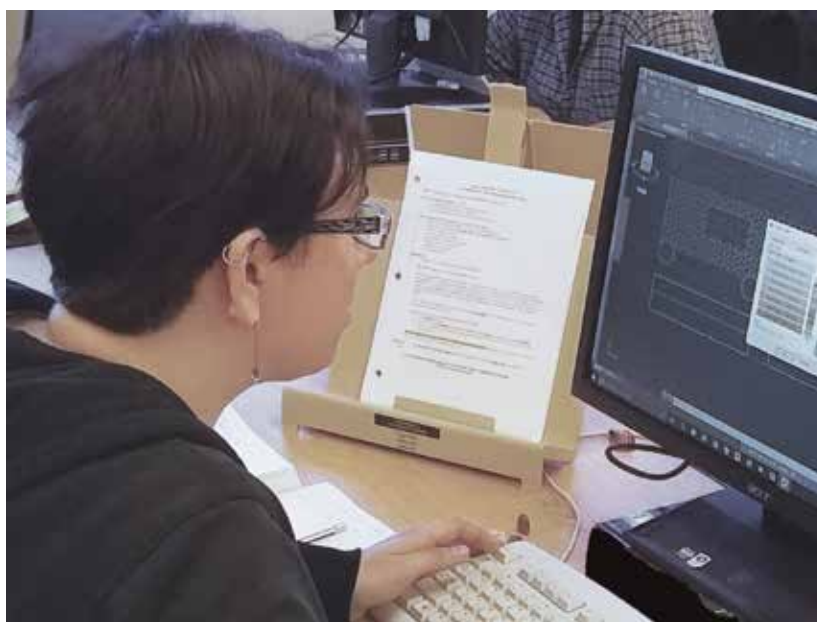
For a complete list of program fees, see page 49

CBEDS Code 5705 Computer-Aided Drafting Design

Computer-Aided Design Drafter   30 weeks (1050 hours)

Financial Aid Available
to those who qualify

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
- AutoCAD Certified User (ACU) Exam
- Rapid Prototyping
- Portfolio Development

OPTIONAL COURSE ENHANCEMENTS

- SolidWorks®, Revit®, Inventor® and AutoCAD Civil 3D®

COURSE INFORMATION:

Designed for students with little or no previous CAD or computer experience, the Computer-Aided Design 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 the AutoCAD Certified User Exam (ACU) for AutoCAD.

EMPLOYMENT OPPORTUNITIES:

CAD Drafter
CAD Operator
CAD Designer
CAD Technician

For a complete list of program fees, see page 49

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.

CBEDS Code 5757 Desktop Publishing

Graphics for Web and Print

Financial Aid Available
to those who qualify

34 weeks (1190 hours)

ELEMENTS:

- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Desktop Publishing 1
- Desktop Publishing 2
- E-Commerce Fundamentals and SEO
- Elements of Design for Web and Print
- HTML/XHTML/CSS
- 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 49

CBEDS Code 4623 Business Technology

Microsoft Office Professional

18 weeks (630 hours)

Financial Aid Available
to those who qualify

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 49

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 program, students prepare for 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)

Financial Aid Available
to those who qualify

ELEMENTS:

- Command Line Interface (CLI)
- 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:

- CompTIA 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 49

Ventura Adult and Continuing Education
5200 Valentine Road • Ventura, California 93003 • 805-289-1744

CBEDS Code 4646 Network Security

Network Security Technician

38 Weeks (1330 hours)

Financial Aid Available
to those who qualify

ELEMENTS:
- Command Line Interface (CLI)
- 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 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 49

CBEDS Code 4604 Network Engineering

Network Systems Technician

Financial Aid Available
to those who qualify

32 Weeks (1120 hours)

ELEMENTS:

- Command Line Interface (CLI)
- 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:

- CompTIA Security+ 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 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.

For a complete list of program fees, see page 49

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 Apple 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

Financial Aid Available
to those who qualify

28 Weeks (980 hours)

ELEMENTS:
- Apple Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Adobe Premiere Pro
- Adobe Audition
- Zettl's Video Basics
- Portfolio Development

ENHANCEMENTS
- Video Camera, Audio and Lighting
- Advanced Editing Skills
- Live TV Studio Production
- Post-Production Skills
- Portfolio Development

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 Mac 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, and Adobe Audition for audio editing and effects.

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.

CBEDS Code 5745 Television Production

Studio Production Technician

Financial Aid Available
to those who qualify

38 weeks (1330 hours)

ELEMENTS:
- Apple Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Adobe Premiere Pro
- Adobe Audition
- Zettl's Video Basics
- Video Camera, Audio and Lighting
- Advanced Editing Skills
- 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 CAPS Media, Ventura's public access television station. 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 lavaliere microphones on talk show hosts and guests. The Advanced Editing Skills class for this course adds live TV production and post-production skills.

Studio Production Technician students also utilize 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 49.

Career Technical Education
Medical
Programs

VACE offers three medical assistant programs and a pharmacy technician program that 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 students 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.

Back Office Medical Assistant

20 weeks (700 hours)

Financial Aid Available
to those who qualify

ELEMENTS:

- Anatomy and Physiology
- Computer and Internet Fundamentals
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- 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 for Medical

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.

CBEDS Code 4274 Medical Insurance Billing and Coding

Front Office Medical Assistant   22 weeks (770 hours)

Financial Aid Available
To those who qualify

ELEMENTS:

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

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.

CBEDS Code 4275 Medical Office

Front/Back Office Medical Assistant 💲 32 weeks (1120 hours)

Financial Aid Available to those who qualify

ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- HIPAA/Electronic Medical Records Lab
- Health Care Communications Skills
- Keyboarding Basics
- 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 for Medical

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.

CBEDS Code 4260 Introduction to Pharmacy

Pharmacy Technician

21 weeks (735 hours)

Financial Aid Available
to those who qualify

ELEMENTS:

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

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, Self-Query Reports and notary services 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 49

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	$1,135.12	$10.00	$ 5,105.12
Computerized Financial Accounting	26	910	$5,720	$1,510.49	$10.00	$7,240.49
BUSINESS PROGRAMS						
Administrative Assistant	18	630	$3,960	$829.22	$10.00	$4,799.22
Business Administration	28	980	$6,160	$1,419.31	$10.00	$7,589.31
Business Administration and Management	35	1225	$7,700	$1,689.58	$10.00	$9,399.58
COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS						
3D Modeling and Design Drafter	36	1260	$7,920	$506.14	$381.67	$8,807.81
Computer-Aided Design Drafter	30	1050	$6,600	$365.14	$282.67	$7,247.81
COMPUTER APPLICATIONS/GRAPHICS PROGRAMS						
Graphics for Web and Print	34	1190	$7,480	$969.64	$10.00	$8,459.64
Microsoft Office Professional	18	630	$3,960	$631.00	$10.00	$4,601.00
COMPUTER SYSTEMS TECHNOLOGY PROGRAMS						
Computer Support Technician	22	770	$4,840	$182.46	$403.00	$5,425.46
Network Security Technician	38	1330	$8,360	$366.94	$825.00	$9,551.94
Network Systems Technician	32	1120	$7,040	$182.46	$571.00	$7,793.46
DIGITAL MULTIMEDIA TECHNICIAN PROGRAMS						
Digital Multimedia Technician	28	980	$6,160	$413.36	$10.00	$6,583.36
Studio Production Technician	38	1330	$8,360	$413.36	$10.00	$8,783.36
MEDICAL PROGRAMS						
Back Office Medical Assistant	20	700	$4,400	$523.16	$238.86	$5,162.02
Front/Back Office Medical Assistant	32	1120	$7,040	$1,086.91	$238.86	$8,365.77
Front Office Medical Assistant	22	770	$4,840	$1,062.41	$161.00	$6,063.41
Pharmacy Technician	21	735	$4,620	$282.01	$399.00	$5,301.01
FOOD SERVICE AND HOSPITALITY PROGRAMS						
Food Service and Hospitality		167	$0	$0	$0	$0

Note: The Food Service and Hospitality programs are currently only offered to inmates residing at the Todd Road Jail in Santa Paula. Funding for this program is provided by the Ventura County Adult Education Consortium through an Adult Education Block Grant so there is no charge to students.

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 167 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

Culinary Foundations Certificate
- Length: 70 hours - Lecture
- Content: ServSafe® Food Handler course and assessment
- Module I – Workplace Safety
- Module II – Module III – Kitchen Essentials
- Module IV – Nutrition

- Module V – Seeking Employment and Interviewing Skills
- Final Exam

Prep Cook Certificate
- Length: 95 hours
- Content: ServSafe® Food Handler course and assessment
- Same as Culinary Foundations certificate, plus:
- Module VI – Breakfast Foods and Sandwiches
- Module VII – Salads & Garnishing
- Module VIII – Fruits & Vegetables
- Module IX – Meat, Poultry & Seafood
- Final Exam

Line Cook Food Service and Hospitality Certificate
- Length: 167 hours
- Content: ServSafe® Food Handler course and assessment
- Same as Prep Cook certificate with expanded lecture and labs, plus:
- Module X – Desserts & Baked Goods
- Module XI – Potatoes, Legumes, Pasta & Grains
- XII – Manager ServSafe® course and assessment

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

Workforce Preparation and 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

High School Diploma Program Overview

At Ventura Adult and Continuing Education, High School Diploma classes are free and students may enroll any time during the school year. We offer day and evening classes to accommodate student schedules with a hybrid program that includes in-person and distance learning options. Students work on one class at a time along with the support of fully credentialed instructors. Ventura Adult and Continuing Education is an accredited high school through the Western Association of Schools and Colleges (WASC).

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

High School Subject Area	Credits	Requirements for VACE High School Diploma
English/Language Arts	40	Four courses
Mathematics	30	Three courses, including one year of Math 1
Science	20	Two courses, including life and physical sciences
History-Social Science	30	Four courses (three years) including • United States History and Geography • World History, Culture, and Geography • American Government/Civics (one semester) • Economics (one semester)
Arts / CTE	20	Two courses
College and Career Seminar	5	One-semester course
Health	5	One-semester course
Non-departmental/Electives	60	Six year-long courses or a combination of year-long and semester courses
TOTAL CREDITS	210	

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. Call 805.289.1749 with questions.

How to Register for the High School Diploma Program

You must be 18 years or older, not currently enrolled in high school, and:

- Bring an official transcript from the last school you earned credits from to VACE's High School Office
- Complete an enrollment packet and schedule an orientation
- New students may start each week.

How to Register for the High School Credit Recovery Program

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

- A recommendation that documents the counseling session with the classes needed for recovery or grade improvement
- All documents must be signed by the counselor, student, and parent
- Schedule and attend an orientation with your parent or guardian
- Some classes are available at BHS, VHS, and VACE's main campus

High School Class Offerings:

- English Language Arts: English 9, 10, 11, 12 (Including standard or College Prep)
- Math: Math 1, Math 2, Math 3, General Math, Math Topics
- Science: Earth Science, Life Science, Physical Science
- Social Science: World History, U.S. History, Economics, American Democracy
- Fine Arts: Art I
- College and Career Exploration
- Psychology, Health, Geography, Ethnic Studies, Life Skills, Computer Applications, Information Technology Applications, Reading

Registration is easy!

- Enroll in-person–at VACE's High School Office
- Enroll online–at www.adultedventura.edu

Please call 805-289-1749 ext. 1230 for more information or to find the best program for you. Classes are personalized to fit your needs. Hybrid programs are available and include in-person and distance learning options.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	MTWTh	9:00 am - 8:30 pm
Staff	5280 Valentine Road	F	9:00 am - 1:00 pm

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

High School Equivalency Exam Preparation Classes

High School Equivalency Program Overview

High school equivalency or HSE is a recognized alternative to a high school diploma. In California, there are two exams used to determine high school equivalency: The High School Equivalency Test (HiSET®) and the General Educational Development (GED®) test. Ventura Adult and Continuing Education helps prepare you to take either exam. VACE's instructors can help determine which option is best for you. VACE is an authorized HiSET® testing site.

VACE's credentialed HSE teachers offer individualized instruction that blend web-based and traditional teaching methods to meet the needs and learning style for each student. HSE preparation classes are free! When you are ready to take your test, we will guide you through the exam website to register and pay your testing fees.

How to Register for the High School Equivalency Program

You must be 18 years or older, not currently enrolled in high school, and:

- Complete an enrollment packet and schedule an orientation
- New students start each week!

Registration is easy!

- Enroll in-person–at VACE's High School Office
- Enroll online–at www.adultedventura.edu

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

Classes are personalized to fit your needs. Hybrid programs are available and include in-person and distance learning options.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	MTWTh	9:00 am - 8:30 pm
Staff	5280 Valentine Road	F	9:00 am - 1:00 pm

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

Adult Basic Education Literacy Classes

Adult Basic Education Program Overview

Adult Basic Education or ABE helps students improve their basic academic skills in reading and math, prepare for a career or professional exam, or study for college. Classes are free!

Material covered includes:

- Reading and math literacy, writing practice, computer skills for test taking, ASVAB prep, CTE and academic practice for English learners.
- Interested in academic assistance that is not listed? Contact VACE to see if your area is covered.

How to Register for Adult Basic Education Program

There are no minimum education requirements to enroll. You must be 18 years or older, not currently enrolled in high school, and:

- Complete an enrollment packet and schedule an orientation
- New students start each week!

Registration is easy!

- Enroll in-person–at VACE's High School Office
- Enroll online–at www.adultedventura.edu

Please call 805-289-1749 ext. 1230 for more information or to find the best program for you. Classes are personalized to fit your needs. Hybrid programs are available and include in-person and distance learning options.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	M-F	8:00 am - 2:00 pm
Staff	5280 Valentine Road	M-Th	4:00 pm - 9:00 pm

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

K12 Math Success

This program facilitates math support at home and increases 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, 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			

Workforce Preparation Classes

ENCORE Computer and Technology Training for Senior Job Seekers Overview

ENCORE is a hands-on, self-paced training program that builds confidence with technology. Students follow written instructions and receive help from an instructor as needed.

ENCORE supports anyone who is 50 years or older and is looking for employment or is interested in gaining valuable computer skills for personal use. Classes are free!

Program includes:
- Computer and Internet/Email Basics
- Microsoft Office Applications: Word, Excel,

PowerPoint, Outlook, Access
- Career Planning and Job Seeking Skills
- Keyboarding

Registration is easy!
- Enroll in-person–at VACE's Administrative Office
- Enroll online–at www.adultedventura.edu
- Take a Computer Skills Self-Assessment

Please call 805-289-1744 ext. 0 for information.

Session Options: Students are required to log at least four (4) hours of attendance per week, either in person, 100% online or through a hybrid model (some online and some in person).

Schedule for In-person ENCORE Classes:

Instructor	Location	Days	Time
Staff	VACE 5200 Valentine Road	TTh	8:00 am - 10:00 am
Staff	VACE 5200 Valentine Road	TTh	10:00 am - 12:00 pm
Staff	Ventura Ave Adult/Senior Center	TTh	8:00 am - 10:00 am
Staff	Ventura Ave Adult/Senior Center	TTh	10:00 am - 12:00 pm

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.

Google Academy

VACE's Google Academy workshops teach students how to use Google's free applications such as Google Docs, Sheets, Slides, Sites, Draw, Gmail, Drive and more! This self-paced class will provide video lectures and hands-on practice to better prepare you to use the applications for personal use, at school, or in the workplace.

Students can enroll in individual modules and are encouraged to complete all modules and earn a course completion certificate.

Google Academy is open to all adults ages 18 years or older. Classes are free and are held at America's Job Center.

Registration is easy!
- Enroll in-person–at VACE's Administrative Office
- Enroll online–at www.adultedventura.edu
- Take a Computer Skills Self-Assessment

Students can start as soon as they enroll!

Please call 805-289-1744 ext. 0 for more information.

Instructor	Location	Days	Time
Dorn	2901 N. Ventura Rd., Oxnard	Th	8:00 am - 12:00 pm
Dorn	2901 N. Ventura Rd., Oxnard	Th	12:00 pm - 5:00 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 805-289-1744 for the next start date.

Instructor	Location	Room	Days	Time
Staff	5280 Valentine Rd	---	TBD	TBD

Paraeducator Training

Enroll in this free course where participants learn how to provide educational support as 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 free and course materials will be provided.

Call 805-289-1744 ext. 0 to sign up.

Instructor	Location	Room	Days	Time
Staff	Online Zoom		M	5:30 pm - 8:30 pm
Staff	EP Foster Elem Schl	16	W	5:30 pm - 8:30 pm

Workforce Development Academy

Workforce Development Academy classes prepare job seekers for today's labor market with training in basic computer skills, resume workshops, interview skills, and adult basic literacy.

The Workforce Development Academy includes instruction for beginners, an Introduction to Computer Basics, Computer Operating Systems (Windows 10), Internet Communications/ Research, Microsoft Office 2016 Word, Excel, PowerPoint, and Outlook, and Career Development and Job Readiness Skills including Resume Preparation.

The Workforce Development Academy is open to all adults ages 18 years or older. Classes are free! Students may purchase their own textbook or use a classroom copy. Approved for Calworks and California training Benefits (ctb)

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

Registration is easy!

- Enroll in-person–at VACE's Administrative Office
- Enroll online–at www.adultedventura.edu
- Take a Computer Skills Self-Assessment

Please call 805-289-1744 ext. 0 for information.

Session Options: Students are required to log at least four (4) hours of attendance per week, either in person, 100% online or through a hybrid model (some online and some in person).

Schedule for In-person WDA Classes:

Instructor	Location	Days	Time
Crittenden	5200 Valentine Rd.; Rm 202	M-W	8:00 am - 12:00 pm
Crittenden	5200 Valentine Rd.; Rm 202	M-W	1:00 pm - 5:00 pm
Crittenden	5200 Valentine Rd.; Rm 202	T-Th	10:00 am - 1:00 pm
Crittenden	5200 Valentine Rd.; Rm 202	T-Th	2:00 pm -7:00 pm

The Workforce Development Academy is a joint project of VACE and the County of Ventura. It is approved for CalWORKS clients and Veterans.
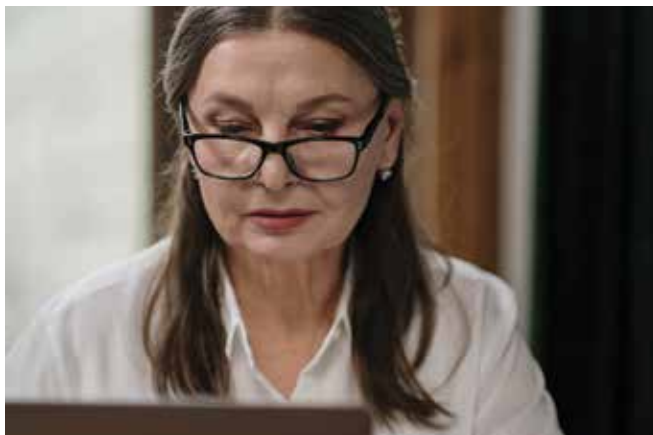
Citizenship Preparation and English as a Second Language

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. Students need to speak and understand basic English to attend the class. **The class is free!** All study materials are provided at no charge.

When you are ready to send your citizenship application to the government, you will pay $725 to the government. It is not necessary to send your application during the class - it is your decision.

You can register in person at VACE's main office at 5200 Valentine Road in Ventura, or in person with the teacher. Call the VACE office at **805-289-1744, ext 0,** for registration information.

Fall Session: TBD

Instructor	Location	Room	Days	Time
Stouthamer	5280 Valentine Road	229	Th	6 pm - 9 pm

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 Burlington English computer program in the classroom and at home. There is no textbook, no class fee, and no registration fee.

To enroll, call 805-289-1744 ext. 0 and give your name and phone number. A teacher will call you back and enroll you. You may register online at http://bit.ly/ESLRegister.

¡Aprende inglés con una combinación de métodos tradicionales y tecnología moderna! Practicará hablando, escuchando, leyendo y escribiendo con un maestro, utilizando el programa informático Burlington English en el aula y en casa.   No hay libro de texto, ni tarifa de clase, ni tarifa de registro.

Para inscribirse, llame al 805-289-1744 ext. 0 e indique su nombre y número de teléfono. Un maestro le devolverá la llamada y le inscribirá. O regístrese en línea: http://bit.ly/ESLRegister

In-Person ESL Classes

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
Conversational & Computers for all levels	F	10 am - 12 pm

At VACE:

Class	Days	Time
Intermediate	MW	9:30 am - 11:30 am
Intermediate	MW	6:30 pm - 8:30 pm

Clases de inglés EN LÍNEA

Puede registrarse para una o más de estas clases.

Class	Days	Time
Intermedio	lunes - jueves	9 am - 11 am
Intermedio	lunes - jueves	6 pm - 8 pm

Community Enrichment Classes
Some classes are available online
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

The Accounting class includes the basics of accounting, including the entire accounting cycle, preparing financial statements, and formal bank reconciliations. The QuickBooks Pro class offers students the ability to apply these principles using automated accounting software. Students will need a computer (other than a Mac) with internet capabilities and be willing to study and complete homework every day.

The in-person night classes require approximately 60 hours or two ten-week sessions to complete the tests and assignments.. If you have more time weekly, you can finish the course even sooner. The Accounting course is the prerequisite to the QuickBooks Pro 2019 course. The QuickBooks Pro class takes 60 hours or two sessions per week for ten weeks to complete the tests and assignments.

Lessons consist of instructional videos (in accounting only), related work assignments, and a final exam project based on all the concepts and principles covered in the book. Learners complete activities in class and at their own pace at home, submitting their work to the instructor. The instructor will grade the assignments and provide feedback and tests in person or by email as needed.

A textbook and working papers are required for the Accounting Class. The QuickBooks Pro course requires a textbook.

Students enrolling in the QuickBooks course will receive free software for 140 days.

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

Classroom materials for Accounting 1 class will be provided; no books will be needed.

Textbook for QuickBooks 2019: $112.60. *QuickBooks Desktop 2019 Comprehensive*, ISBN #978-1-64061-042-2. Students may purchase textbook from other resellers.

Sessions: TBD

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

AutoCAD Classes

AutoCAD In-Person and Online Classes

The AutoCAD online and in-person class will provide you with practical, hands-on experience working with the software. No previous knowledge of AutoCAD is necessary. Intermediate and Advanced AutoCAD users can continue to learn the software, picking up where they left off.

Students have the flexibility to learn at their own pace with a requirement of 30 hours (three hours per week for ten weeks) and may choose to complete all assignments and quizzes online OR attend in-class sessions. Students will need access to a PC computer, Internet connection and previous Windows experience. VACE will provide students with access to the Canvas Learning Website, which is necessary to download course materials and submit completed assignments. Enrollment in the course includes a FREE, one-year, fully licensed, student version of the AutoCAD software directly from Autodesk, the software manufacturer.

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

Textbook: You will need a digital copy of the textbook: *AutoCAD and Its Applications Comprehensive 2020 eBook*, ISBN: 978-1-63563-867-7. Purchase your textbook from an online retailer or directly at www.g-w.com website.

Sessions: TBD

Optional in-person labs meet weekly on Tuesdays

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

Revit Architecture

The Revit 3D Design online and in-person class will provide you with practical, hands-on experience working with the software. No previous knowledge of Revit is necessary. Intermediate and Advanced Revit users can continue to learn the software, picking up where they left off.

Students have the flexibility to learn at their own pace with a requirement of 30 hours (approximately three hours per week for ten weeks) and may choose to complete all assignments and quizzes online OR to attend in-class sessions. Students will need access to a PC computer, Internet connection and previous Windows experience. VACE will provide students with access to the Canvas Learning Website, which is necessary to download course materials and submit completed assignments. Enrollment in the course includes a FREE, one-year, fully licensed, student version of the Revit 2020 software directly from Autodesk, the software manufacturer.

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

Textbook: You will need a copy of the Revit textbook, available in print and digital versions: *Revit 2020 for Architecture No Experience Required,* Print ISBN: 978-1-119-56008-1, eBook ISBN: 978-1-119-56014-2. Purchase your textbook rom an online retailer or directly at www.wiley.com/en-us website.

Sessions: TBD

In-person labs meet weekly on Tuesdays)

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Road	204		TBD

SolidWorks

The SolidWorks online and in-person class will provide you with practical, hands-on experience working with the software. No previous knowledge of

SolidWorks is necessary. Intermediate and Advanced SolidWorks users can continue to learn the software in additional sessions, picking up where they left off.

Students have the flexibility to learn at their own pace with a requirement of 30 hours (approximately three hours per week for ten weeks) and may choose to complete all assignments and quizzes online OR to attend in-class sessions. Each lesson consists of software-based tutorial exercises and projects based on the SolidWorks software. No textbook is required for the introductory class. Students will need access to a PC computer, Internet connection, and previous Windows experience. Sorry, but SolidWorks is not Mac-compatible.

VACE will provide students with access to the Canvas Learning Website, which is necessary to download course materials and submit completed assignments. Previous experience with CAD software is recommended but not required.

Enrollment in the course includes a FREE, one-year, fully licensed, student version of the SolidWorks 2020 software directly from Dassault Systèmes, the software manufacturer.

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

Sessions: TBD

In-person labs meet weekly on Tuesdays

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

Medical Classes

Medical Terminology

This Medical Terminology course is designed to help students learn medical terminology easily and quickly, online and in-person. No previous knowledge of medical terminology is required. The course uses a body-system approach to learning medical terms. Students will learn common anatomical roots, suffixes, and prefixes, the proper way to analyze terms, build medical words, basic body organization and the fourteen body systems.

Students have the flexibility to learn at their own pace with a requirement of three of three 10-week sessions or 90 hours and may choose to complete all assignments and tests online or to attend in class sessions. For course completion, students must meet all competencies..

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

$83.73 textbook fee. Students may purchase the textbook from other resellers.

Textbook: *Illustrated Guide to Medical Terminology, Second Edition*, by Juanita J. Davies Published by Cengage, ISBN-13: 978-1-285-17442-6

Sessions: TBD

In-person labs meet weekly on Tuesdays

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

Lifelong Learning

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

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

Art Classes

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. Non-residents over the age of 60 may attend these classes. All students pay an annual $10 registration fee. For those under 60 years old, the class fees are $60 per 10-week session in addition to the $10 registration charge. Students provide their own materials.

Call for current class information.

Instructor	Location	Days	Time
Klement	TBD	TBD	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.

Fall Session: TBD
Winter Session: TBD
Spring Session: TBD

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

Ventura County Concert Band
2022–23 FREE CONCERTS
Sundays at 3:00 pm
Ventura High School

January 28, 2024 *BHS Auditorium*

April and June concerts: TBD

Parenting, Family, and Consumer Education

Session fees plus annual $10 registration fee.
Drop-in fee varies by class plus annual $10 registration fee.

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

Fall Session: TBD
Winter Session: Jan 18, 2024 to Mar 21, 2024
Spring Session: Apr 11, 2024 to Jun 13, 2024

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

Clothing Construction – Quiltmaking

Learn about quilting and related quilted projects in a relaxing atmosphere with other creative people. Beginners to experienced are welcome. A limited number of sewing machines are available on a first-come basis or bring your own. Project suggestions are available. All students work at their own pace. Face masks are recommended in class.

Fee: $50 per 4-week session

Summer Session: TBD

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

Fee: $90 per 10-week session

(Wednesday Mornings)

Fall Session: TBD
Winter Session: Jan 17, 2024 to Mar 20, 2024
Spring Session: Apr 11, 2024 to Jun 12, 2024

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

Fee: $120 per 10-week session

(Wednesday Afternoons)

Fall Session: TBD
Winter Session: Jan 17, 2024 to Mar 20, 2024
Spring Session: Apr 11, 2024 to Jun 12, 2024

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

Spanish for Educators, Parents and Community Members

Last school year's beginning class will continue contingent on sufficient enrollment.

This beginning class will be in-person for those who were in the previous class or for those who have had Spanish (first semester) but still feel like

a beginner. The emphasis will continue to be on basic vocabulary,

present and past tense verbs, numbers, telling time and using interrogatives. Instead of a textbook, the online soap opera, Destinos, is used. Lessons will include comprehension and conversation activities

Register: Enroll in advanceat VACE's Main Office, 5200 Valentine Road, Room 101. Call us for more information 805-289-1744.

Fee: $10 registration fee

Session Dates: Sep 19, 2023 to May 14, 2024

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

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. You are welcome to attend the first class before registering. ¡Adelante!

Fee: $60 per 10-week session plus $10 Reg fee

Fall Session: Sep 7, 2023 to Nov 16, 2023
Winter Session: Jan 18, 2024 to Mar 21, 2024
Spring Session: Apr 11, 2024 to Jun 13, 2024

Instructor	Location	Room	Days	Time
Martz	5200 Valentine Road	Gallery	Th	10:00 am - noon

Yoga – Healthy Living Through Yoga

Yoga classes are designed to increase flexibility, strength, balance, and coordination. Students learn a variety of yoga postures, adapted to accommodate all fitness levels. Manage stress through visualization, relaxation, and breathing techniques.

Fee: $90 per 9-week session plus $10 reg fee

$100 per 10-week session plus $10 reg fee

Fall Session: Mondays Sep 11, 2023 to Nov 27, 2023 10 weeks
Fall Session: Thursdays Sep 7, 2023 to Nov 16, 2023 10 weeks

Winter Session: Mondays Jan 8, 2024 to Mar 25, 2024 10 weeks
Winter Session: Thursdays Jan 18, 2024 to Mar 21, 2024 10 weeks

Spring Session: Mondays Apr 8, 2024 to Jun 10, 2024 9 weeks
Spring Session: Thursdays Apr 11, 2024 to Jun 13, 2024 10 weeks

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

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 Industiral
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 Fauvre, 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
Hilford 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

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

805-289-1744

5200 Valentine Road
Ventura, CA 93003
www.adultedventura.edu

VENTURA ADULT AND CONTINUING EDUCATION
VACE
Est. 1968