

# Ventura Adult and Continuing Education



# VACE



2023 - 2024

# CATALOG

# Ventura Adult and Continuing Education

## Explore new careers or upgrade your skills!

# V

### **Career Technical Education**

- Programs are open entry – enroll any time
- Exceptional program completion and job placement rates
- Scholarships and Financial Aid available to those who qualify
- Dual accreditation through Western Association of Schools and Colleges and Council on Occupational Education
- Approved for Veterans
- Approved for CalWORKs, WIOA, Voc Rehab, EDD, State Rehab

# A

### **High School Diploma and High School Equivalency**

### **Adult Basic Education**

### **English as a Second Language**

### **Citizenship Preparation**

### **Computer Literacy Training**

### **Community Enrichment Classes**

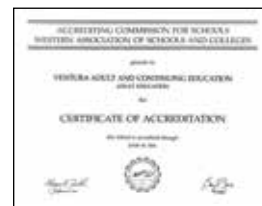
### **Adults with Disabilities**

### **Lifelong Learning for Savvy Seniors**

# C

# E

Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898/FAX: 770-396-3790, [www.council.org](http://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.



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# Ventura Adult and Continuing Education Institutional Information

## Ventura Adult and Continuing Education Mission Statement

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Ventura Adult and Continuing Education prepares diverse learners with academic, vocational, and technological competencies for the global workforce.

## Ventura Adult and Continuing Education Philosophy

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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

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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

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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](http://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

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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

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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

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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

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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...

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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](http://www.AdultEdVentura.edu) for program updates.

## School Information

### Ventura Unified School District

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#### *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

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

Sean Bell, Assistant Principal  
MBA, California Pacific University  
MA/TESL, Spring Arbor University  
Email: [Sean.Bell@AdultEdVentura.edu](mailto:Sean.Bell@AdultEdVentura.edu)  
Phone: 805-289-1744 Extension 1303

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

### Full-time Instructional Staff

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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

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Jane Advani <i>BS, Northland College</i>	Susan Martz <i>M.Ed., University of Pittsburgh</i>
Monica Borkowski <i>BA, California State University Sacramento</i>	Cliff Rodrigues <i>MA, University of Southern California</i>
Joslynn Browne <i>BS, Westmont College</i>	Seth Schulz <i>MA, MS, M.Ed., Arizona State University</i>
Amy Crittenden <i>BA, Fort Lewis College</i>	Heidi Sohn <i>BA, University of Arizona</i>
Cindy Dorn <i>AA, Fullerton College</i>	Kari Hoffman Sorensen <i>BA, California State University, Channel Islands</i>
Christina Dorso <i>MPA, California State University, Northridge</i>	Marguerite Stouthamer <i>MA, California Lutheran University</i> <i>MA, Antioch University, Los Angeles</i>
Tim Fries <i>Teaching Credential, State of California</i>	Lynne Thurston <i>BS, Wayne State University</i>
Sam Harley <i>BS, State University of New York, New Paltz</i>	Natalie Tomatis <i>BA, California State University, Sacramento</i>
Michelle Johnson <i>MA, MS, M.Ed., Pepperdine University</i>	Maria Uribe <i>MA, Stockholms Universitet</i>
Julie Judd <i>Ph.D., University of South Florida</i>	Carla Valdez <i>BA, California State University, Northridge</i>
Judy Klement <i>Teaching Credential, State of California</i>	Pam Williams <i>M.Ed., SOKA University of America</i>
Jackie Lopez <i>Teaching Credential, State of California</i>	
Tyler Madonna <i>Teaching Credential, State of California</i>	

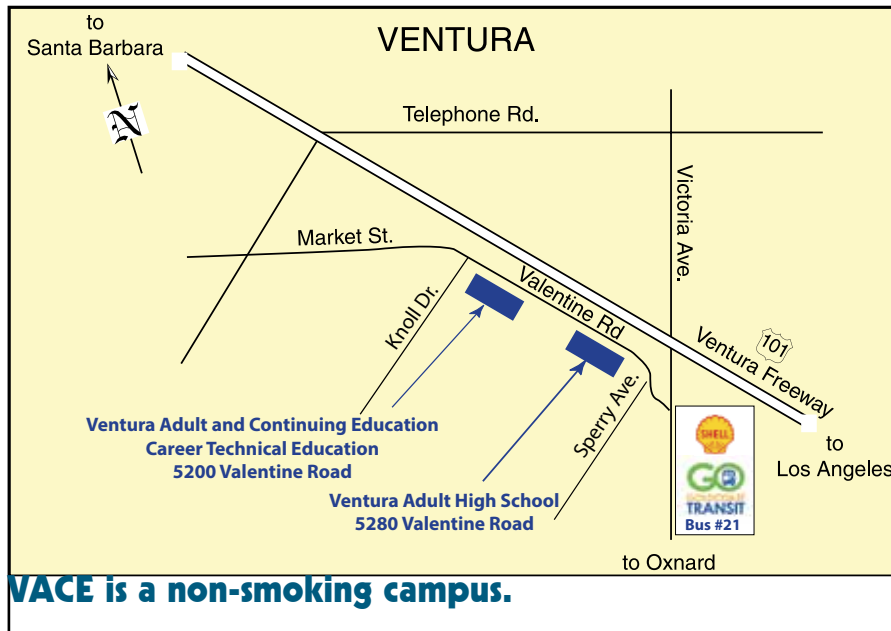
### Support Staff

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Frank Ayala, Custodian	Myra Nunley, Financial Aid Technician
Lisa Chapman, School Support Secretary	Timothy Oglesbee, Studio Production Technician
Juan Carlos Lopez Beltran, Custodian	Javier Perez, Custodian
Kendall Griffin, Attendance Technician	Vicki Stiffler, Vocational Enrollments
Valerie L. Gaona, Accountant	Halyna Turchyn, Assessment Technician
Leticia Murillo, Billing Services	Kathy Walker, Special Assistant
Summer Nicol, CTE Support Specialist	

# Locations

## Where to Find Us



### 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	The Arc ..... 295 Arcade Drive
Briggs Elementary School... 14438 Telegraph Road, Santa Paula	The Arc ..... 5103 Walker Street
Buena High School..... 5670 Telegraph Rd	Todd Road Jail ..... 600 Todd Road, Santa Paula
De Anza (DATA) Middle School ..... 2060 Cameron Street	Training for Independent Living ..... 148 S. Palm Street
Elmhurst Elementary School..... 5080 Elmhurst St	Ventura Adult Education Center .. 5200-5280 Valentine Road
EP Foster Elementary School ..... 20 Pleasant Place	Ventura Avenue Adult Center..... 550 N. Ventura Avenue
Sheridan Way Elementary School..... 573 Sheridan Way	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	November 22-24 ..... Thanksgiving Holiday
July 4 ..... Independence Day	December 25, 2023 - January 5, 2024..... Winter Recess
August 4..... No classes	January 15 ..... Martin Luther King, Jr. Day
August 7..... No classes	January 29 ..... No classes
August 21-22 ..... No classes	February 16 ..... Presidents' Day
September 1 ..... No classes	February 19 ..... Washington's Birthday
September 4 ..... Labor Day	March 29 ..... Board Holiday
September 18 ..... Constitution Day Observed	April 1-5 ..... Spring Recess
September 25 ..... No classes	May 27..... Memorial Day
October 23-27 ..... Fall Recess	June 17-28..... Summer Recess
November 10..... Veterans' Day Observed	



# Calendars



Ventura Adult and Continuing Education

Career Technical Education

## July 2023 - June 2024

July 2023 (19)						
S	M	T	W	T	F	S
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30	31					

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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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
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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# Calendars



Ventura Adult and Continuing Education

HSD HSE ABE ESL

## July 2023 - June 2024

July 2023						
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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30	31					

### 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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# Calendars



Ventura Adult and  
Continuing Education

WDA ENCORE Google Academy

## 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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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

# Calendars



Ventura Adult and Continuing Education

Evening Community Enrichment

## July 2023 - June 2024

July 2023 (19)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023 (21)						
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6	7	8	9	10	11	12
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September 2023 (19)						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 (17)						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 (18)						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023 (16)						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
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)						
S	M	T	W	T	F	S
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February 2024 (19)						
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March 2024 (20)						
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31						

April 2024 (17)						
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21	22	23	24	25	26	27
28	29	30				

May 2024 (22)						
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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
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revised 4/24/2023

# Calendars



Ventura Adult and Continuing Education

Lifelong Learning and Consumer Education

## July 2023 - June 2024

July 2023 (19)						
S	M	T	W	T	F	S
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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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24	25	26	27	28	29	30
31						

July	
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4	Independence Day Observed

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4-7	No Classes
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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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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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## 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](http://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 pupils' person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.*

*The electronic act is defined as the transmission of a communication, including, but not necessarily limited to, a message, text, sound,*

## Policies and Procedures

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](http://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 each student's 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 readiness workshops, résumé 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

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VACE will admit any Career Technical Education students who are at least 18 years of age, possess high school diplomas, GED<sup>®</sup>s, or equivalent, have career technical education objectives, and can benefit from training. Proof of high school diploma, General Equivalency Development (GED<sup>®</sup>), 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<sup>®</sup>, 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<sup>®</sup> 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

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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](http://www.AdultEdVentura.edu). Look for the link **Register Online Here** to enroll online.

## Assessments

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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

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### 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 office staff 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 attire is not required, relaxed attire 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:

##### Men:

- Long pants
- Collared shirt
- Scrubs/lab coats for medical students
- Business shoes and socks
- Clean hairstyles

##### Women:

- Dresses or skirts and blouses
- Pants and blouses
- Scrubs/lab coats for medical students
- Heels or business shoes
- Clean hairstyles

#### Inappropriate for class or workplace:

##### All Students:

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

### Refund Policy

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw and cease to be enrolled in programs. Refunds when due will not require a written request by the student. The Institutional Refund Policy determines the amount of institutional charges students have incurred at the time of withdrawal.

#### Refunds for Classes Canceled by the Institution:

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

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

If tuition and fees are collected in advance of the start date of a class, and students do not begin the classes or withdraw on the first day of class, full refunds shall be made within 45 days of the class start dates.

## Refunds for Withdrawal After Classes Commence:

If students withdraw from VACE/CTE Programs:

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

The refund policy applies to tuition fees only. When students withdraw from VACE/CTE programs, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" conditions and returned within 10 days after withdrawals, the charges are credited to the students' financial aid accounts.

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

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

Refunds for other VACE classes will be processed on a case-by-case basis.

## Grading Systems

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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

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

## Expectation of Academic Honesty

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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 and/or removal from the school.

## Smoking Policy

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

**Testing Services Available**

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**NCCT Testing Center**

Ventura Adult and Continuing Education provides Medical Assistant certification testing services through National Center for Competency Testing. If you need to take a test leading to certification, 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 ID: at least one government-issued (both with photo). Call Leticia Murillo at 289 1744, ext. 1103, for further information.

**Testing Dates and Times**

- May 13, 2024 at 6pm
- July 8, 2024 at 6pm
- September 9, 2024 at 6pm
- November 18, 2024 at 6pm
- January 13, 2025 at 6pm
- March 10, 2025 at 6pm
- May 19, 2025 at 6pm
- July 14, 2025 at 6pm

**Counseling and Referral Services**

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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**

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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 with the 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 programs
- Math workshops or tutoring
- Assistive Technology
- Software designed to enhance low vision, build vocabulary, and read scanned text

### 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](mailto: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 2023-2024 is \$7,395, 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 2023-2024 Award Year is fixed at 5.5%. 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 2023-2024 Award Year is fixed at 5.5% 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 students leave school or complete schooling.

### 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 the loan is unsubsidized (i.e. the parent is responsible for paying all interest). Interest rates change yearly. Interest for the 2023-2024 Award Year is fixed at 8.05% 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 Stafford Loan. **Payments start after the final distribution of funds.**



## How Do I Apply for Financial Aid?

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You will need to determine whose information to report on the *Free Application for Federal Student Aid* (FAFSA)—independent students will 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 username 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 2023-2024 Award Year, the student will need 2021 income as well as the “parent’s 2021 income for a dependent student”.
- Apply online for 2023/2024 at FAFSA on the Web at [www.studentaid.gov](http://www.studentaid.gov) (Prior information from 2022-2023 should already be displayed in the 2023-2024 application.) Review and update as necessary. You will be given the opportunity to import your 2021 taxes from the IRS. Do this if at all possible. Otherwise, you will have to order a tax return transcript from [irs.gov](http://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 2021 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. 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 verify 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

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VACE provides training on Financial Literacy for students.

## Scholarships

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Scholarships are available on a limited basis.

## Tuition Assistance

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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



## 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, plus 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)

### 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  
 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, and prepare nine financial statements.



For a complete list of program fees, see page 49



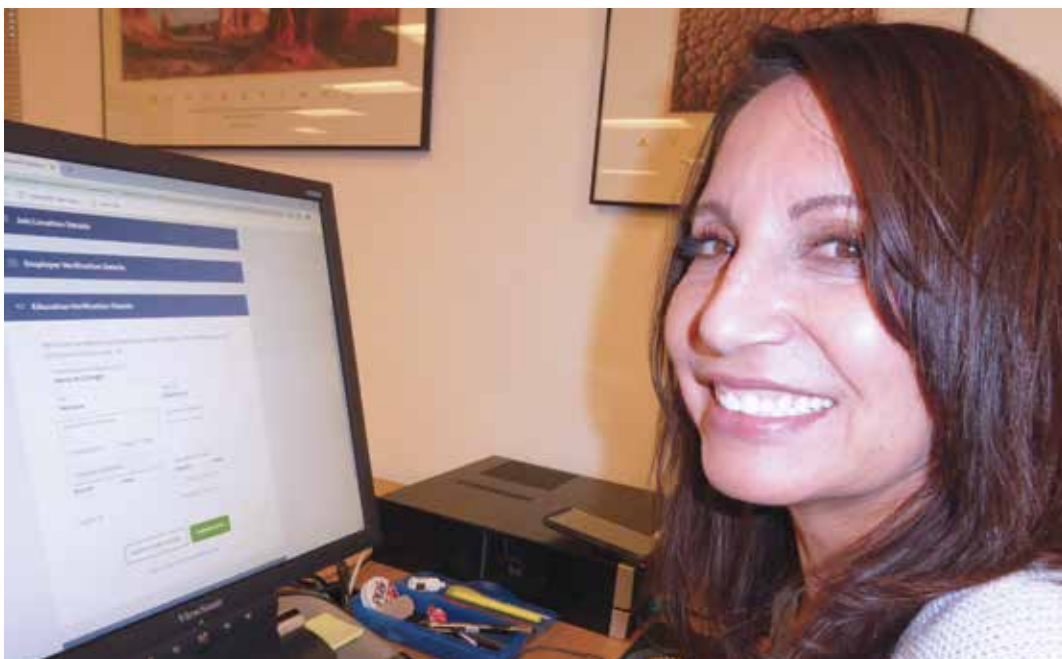
# Career Technical Education Business Programs

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



## 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:

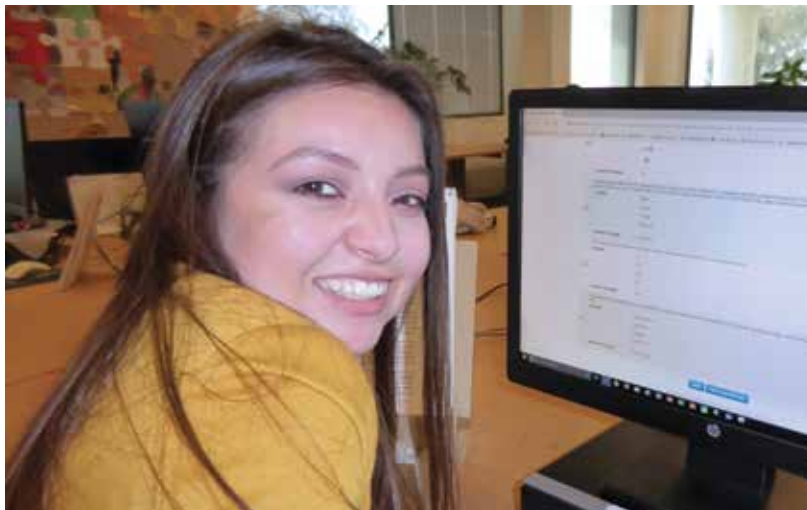
Administrative Aide/Assistant/Associate  
Administrative Coordinator  
Executive Assistant  
Executive Secretary  
Office Manager  
Secretary

### 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

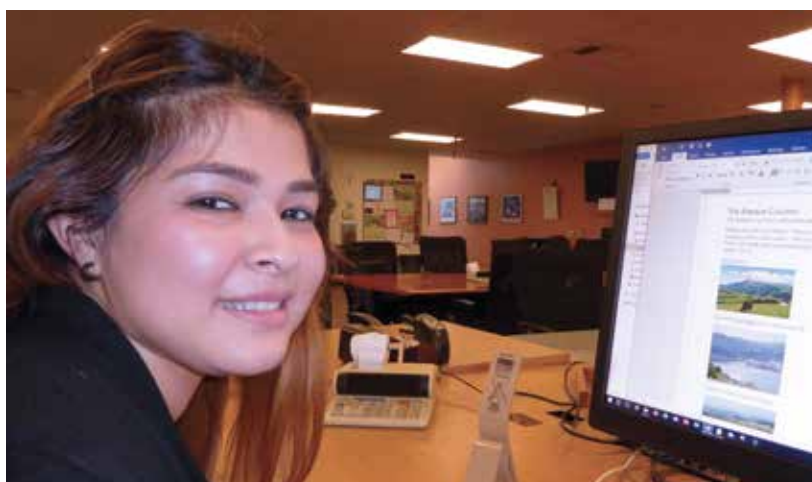
### COURSE INFORMATION:

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 candidates 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, performing 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)

### 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

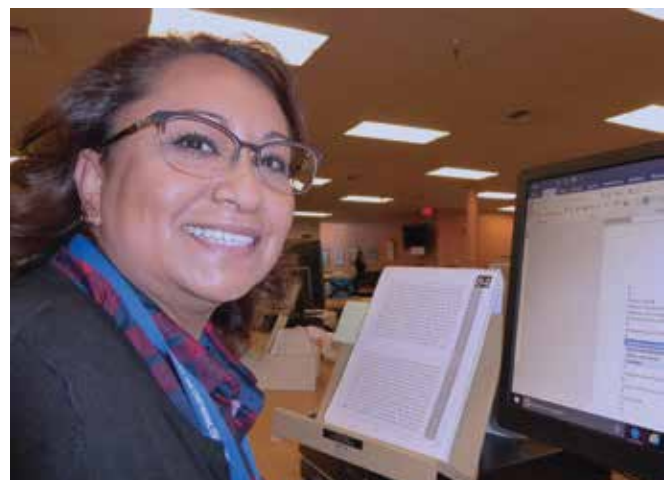
### COURSE INFORMATION:

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.



For a complete list of program fees, see page 49



# Career Technical Education Computer-Aided Design Programs

In the innovative, cutting-edge, world of design, everything from toys and gaming consoles, tablets and smart phones, dwellings and skyscrapers to satellites and wind turbines must first be visualized and designed using Computer-Aided Design (CAD) software. By using CAD, architects, engineers, manufacturers and drafters can imagine, invent, and revise the 3D designs and detailed drawings that they use to give physical form to their ideas. This field often appeals to individuals with previous construction or manufacturing experience who prefer designing projects over physically building them.

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



CBEDS Code 5705 Computer-Aided Drafting Design

## 3D Modeling and Design Drafter



36 weeks (1260 hours)

### ELEMENTS:

- Manual Drafting Fundamentals
- Manual Drafting Projections and Views
- Manual Drafting Applications
- Computer and Internet Fundamentals
- Word Processing Fundamentals
- 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

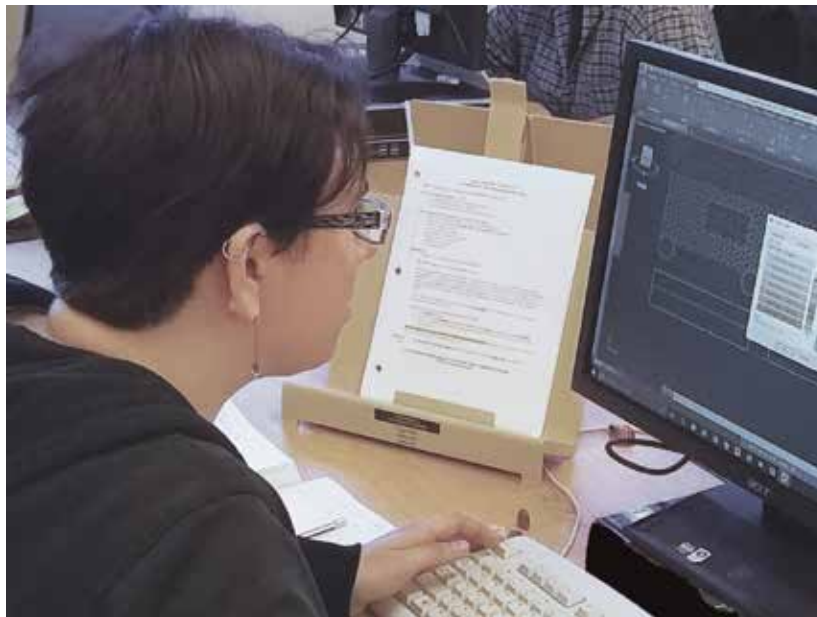
### COURSE INFORMATION:

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
- Senior 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)

### 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.



# Career Technical Education Computer Applications and Graphics Programs

CBEDS Code 5757 Desktop Publishing

## Graphics for Web and Print



34 weeks (1190 hours)

### ELEMENTS:

- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 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

# Career Technical Education Computer Applications and Graphics Programs

CBEDS Code 4623 Business Technology

## Microsoft Office Professional



18 weeks (630 hours)

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

- Business English

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

### EMPLOYMENT OPPORTUNITIES:

- Clerical Assistant
- Office Assistant
- Receptionist

### COURSE INFORMATION:

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

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

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



For a complete list of program fees, see page 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)

### 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



CBEDS Code 4646 Network Security

## Network Security Technician



**38 Weeks (1330 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
- 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



## 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



## 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.



For a complete list of program fees, see page 49



CBEDS Code 5745 Television Production

## Studio Production Technician



## 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 lavalier 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.



CBEDS Code 4275 Medical Office

## Back Office Medical Assistant



20 weeks (700 hours)

### 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.*



For a complete list of program fees, see page 49

CBEDS Code 4274 Medical Insurance Billing and Coding

## Front Office Medical Assistant



22 weeks (770 hours)

### ELEMENTS:

- Business English
- Business Math Intermediate, Introduction to
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 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.*



For a complete list of program fees, see page 49

CBEDS Code 4275 Medical Office

## Front/Back Office Medical Assistant



32 weeks (1120 hours)

### ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 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.<sup>®</sup> 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.

*Note: After completing the program, students are eligible to take the National Certified Medical Assistant Certification (NCMA) Exam through the National Center for Competency Testing. This is a national exam for Medical Assistants. There is an additional fee for the exam that is not included in the cost of this training program.*

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



For a complete list of program fees, see page 49



CBEDS Code 4260 Introduction to Pharmacy

## Pharmacy Technician



21 weeks (735 hours)

### 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
<b>ACCOUNTING PROGRAMS</b>						
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
<b>BUSINESS PROGRAMS</b>						
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
<b>COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS</b>						
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
<b>COMPUTER APPLICATIONS/GRAPHICS PROGRAMS</b>						
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
<b>COMPUTER SYSTEMS TECHNOLOGY PROGRAMS</b>						
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
<b>DIGITAL MULTIMEDIA TECHNICIAN PROGRAMS</b>						
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
<b>MEDICAL PROGRAMS</b>						
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
<b>FOOD SERVICE AND HOSPITALITY PROGRAMS</b>						
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

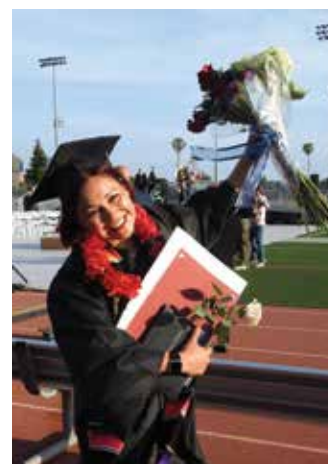
## High School Diploma Program Overview

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 program that includes in-person, hybrid and distance learning with a weekly check-in. Students work on one class at a time along with the support of fully credentialed instructors. Successful graduates of HSD/HSE are eligible to apply for scholarships to attend the full-time Career Technical Education programs at VACE. 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 <ul style="list-style-type: none"> <li>• United States History and Geography</li> <li>• World History, Culture, and Geography</li> <li>• American Government/Civics (one semester)</li> <li>• Economics (one semester)</li> </ul>
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
<b>TOTAL CREDITS</b>	<b>210</b>	

The VACE High School office is located in Room 227, Second Floor, 5280 Valentine Road. Office hours are Monday through Thursday, 8 am to 7 pm, Fridays 8 am to 5 pm. Call 805.289.1749 with questions.



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

## 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, General Math, Math Topics
- Science: Earth Science, Life Science
- Social Science: World History, U.S. History, Economics, American Democracy
- Fine Arts: Art Appreciation, Computer Applications, Information Technology Applications
- College and Career Exploration
- Psychology, Health, Geography, Ethnic Studies, Life Skills, Reading

Registration is easy!

- Enroll in-person—at VACE's High School Office
- Enroll online—at [www.adultedventura.edu](http://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. Programs are available and include in-person, hybrid 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-Thursday, 8 am to 7 pm, Fridays 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](http://www.adultedventura.edu)

Please call 805-289-1749 ext. 1230 for more

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

information or to find the best program for you. Classes are personalized to fit your needs. Programs are available and include in-person, hybrid 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-Thursday, 8 am to 7 pm, Fridays 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](http://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. Programs are available and include in-person, hybrid and distance learning options.

Instructor	Location	Days	Time
Staff	5280 Valentine Road	M-F	8:30 am - 2:30 pm
Staff	5280 Valentine Road	M-Th	4:00 pm - 8:30 pm

VACE High School office hours and location:  
Monday-Thursday, 8 am to 7 pm, Fridays 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

### Basic Digital Skills

This course is designed for individuals who are new to digital technology and wish to build essential skills for effective online communications. Whether you’re entering the workforce, transition to online learning or simply looking to enhance your digital literacy, this course provides a supportive environment for beginners to learn and grow.

Instructor	Location	Days	Time
Fries	5200 Valentine Road	F	10:00 am - 12:00 pm 1:00 am - 3:00 pm



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

## 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
- Google application
- Touch screen technology
- Career Planning and Job Seeking Skills
- Keyboarding

Registration is easy!

- Enroll in-person—at VACE’s Administrative Office
- Enroll online—at [www.adultedventura.edu](http://www.adultedventura.edu)
- Take a Computer Skills Self-Assessment

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

Schedule for In-person ENCORE Classes:

Instructor	Location	Days	Time
Staff	VACE 5200 Valentine Road	M-Th	9:00 am - 6:00 pm
Staff	VACE 5200 Valentine Road	MWTh	6:00 pm - 9:00 pm
Staff	Ventura Avenue Adult Center	TTh	8:00 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, also Microsoft Office, E-mail and more. This self-paced class will provide 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](http://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
Staff	2901 N. Ventura Rd., Oxnard	Th	8:00 am - 12:00 pm
Staff	2901 N. Ventura Rd., Oxnard	Th	1:00 pm - 5:00 pm



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

## 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	5200 Valentine Rd	Gallery	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](http://www.adultedventura.edu)
- Take a Computer Skills Self-Assessment

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

Schedule for In-person WDA Classes:

Instructor	Location	Days	Time
Crittenden	5200 Valentine Rd., Rm 202	M-Th	9:00 am - 12:00 pm
Crittenden	5200 Valentine Rd., Rm 202	M-Th	1:00 pm - 6:00 pm
Staff	5200 Valentine Rd., Rm 202	MWTh	6:00 pm - 9:00 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.



## Community Enrichment Classes

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](http://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 from an online retailer or directly at [www.wiley.com/en-us](http://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





## Community Enrichment Classes

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 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 an online retailer.

Sessions: TBD

In-person labs meet weekly on Tuesdays

Instructor	Location	Room	Days	Time
Staff	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

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## Ventura County Concert Band

2023–24 FREE CONCERTS

Sundays at 3:00 pm

**January 28, 2024** Buena High School Auditorium

**April 14, 2024** Oceanview Pavilion, Port Hueneme

**June 9, 2024** Ventura High School

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# 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





## Parenting, Family, and Consumer Education

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 advance at 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





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# 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  
 Community Property Management  
 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  
 Cross Roads  
 Cunningham & Associates  
 CVS Pharmacy  
 Cyber Touch  
 D & R Consultants

Data Exchange  
 Delicate Productions  
 Dermatology Group of Oxnard  
 Digologo Multimedia Group  
 Divine Graphics  
 Dr. I. B. Wakum Family Practice  
 Dr. Stan Jensen  
 Don's Industrial  
 Eco-Quest International  
 Edmond Dooman, D.C.  
 Edwards Label  
 Entre Computer  
 ETS Express  
 Express Pros  
 Fabricmate  
 Family to Family Medical Group  
 Fillmore Family Medical Group  
 Fluid Kinetics  
 Fred Favre, MD  
 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  
 Heathcote Geotechnical  
 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  
 LinkedIn Learning  
 Magnuson  
 Marriott Beach Hotel  
 Medicine Shoppe  
 Medtronics  
 Merlin's Medical Supply  
 Minuteman Press Ventura  
 MJP Computers  
 Modular Systems  
 Montecito Printing  
 Naturally Aged Flooring  
 Norris Graphics  
 Nusil, Inc.  
 Ojai Family Medical Group  
 Ojai Pharmacy  
 Ojai Unified School District  
 Ojai Valley Hospital  
 Ojai Valley Inn  
 OMAC Pharmacy  
 Opalsoft  
 Oxnard Pulmonary Group  
 Oxnard Veterinary Hospital  
 Pacific Physical Therapy  
 Pacific Water Conditioning  
 Parker Hannifin Corporation  
 Paychex  
 Perfect Line  
 Perfect Products  
 Performance Group  
 Peter Karlsberg, MD  
 Phoenix-E  
 Pleasant Valley School District  
 Precision Microcast  
 Prohire  
 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  
 Sinusarmacy  
 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



# VACE

## Ventura Adult and Continuing Education Ventura Unified School District

### Programs:

- 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

