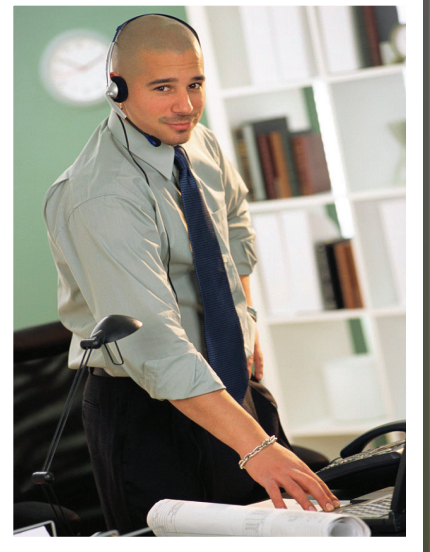


# Technology Development Center



Information Catalog  
2011-2012



# **Training that gets the job!**

## **Technology Development Center**

5200 Valentine Road, Ventura, CA 93003

**805 • 289 • 1744**

TDD: 805 • 676 • 7365

**[www.TDCtraining.com](http://www.TDCtraining.com)**

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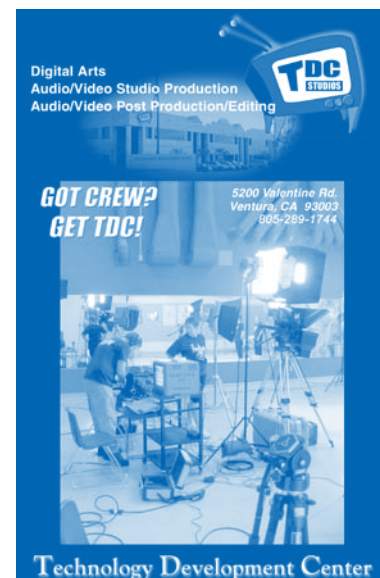
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# Technology Development Center



*Carolyn Vang-Walker*



*Teresa Johnson*



*Charlene Ferguson*



*Summer Nicol*



*Kent Donnelly*



*Kay Miller*

# School Information

## School Information



WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES  
ACCREDITING COMMISSION FOR SCHOOLS



THIS SCHOOL IS ACCREDITED THROUGH  
JUNE 30, 2013

California Department of Education  
Adult Education 2002 Program of Excellence

Ventura Adult & Continuing Education  
Ventura Unified School District



**Microsoft®**  
*IT Academy Program*

**VUE**  
AUTHORIZED TESTING CENTER

**THOMSON**  
PROMETRIC

Microsoft®  
**Office**  
Specialist  
Authorized Testing Center

**CERTYPORT** Achieve • Distinguish • Advance

## Approved for Veterans

# SCHOOL INFORMATION

## VENTURA UNIFIED SCHOOL DISTRICT

### *Board of Education*

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

### *Administration*

Dr. Trudy Tuttle-Arriaga, Superintendent  
Mr. Jeffrey Chancer, Assistant Superintendent  
Mr. Rich Kirby Assistant Superintendent  
Mr. Joseph Richards, Jr., Assistant Superintendent

## TECHNOLOGY DEVELOPMENT CENTER

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

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

## INSTRUCTIONAL STAFF

Karl Akkerman  
*Business Applications Instructor*  
Robert Colla  
*Computer Aided Design Instructor*  
Hai Dinh  
*Computer Systems Technology Instructor*  
Sandy Gereau  
*Medical Office Occupations Lab Assistant*  
Brian Harrison  
*Computer Systems Technology Instructor*  
Dennis Huston  
*Computer Aided Design & Parametrics Instructor*  
John Loest  
*Phlebotomy Instructor*

Tim Oglesbee  
*Studio Production Technician*  
Kristyn Shinn  
*Medical Instructor*  
Terry Wieser  
*Digital Multimedia Instructor*  
Jo Wilmoth  
*Medical Instructor*  
Kathy Yeomans  
*Computer Applications Instructor*  
Claudia Young  
*Office Occupations Instructor*

## A STANDING INVITATION...

Please plan to visit the Technology Development Center, tour the classrooms, and become acquainted with the instructors. Call 805-289-1744 to arrange a visit, to meet with a counselor, or to have your questions answered. Check out our Web site at [www.TDCtraining.com](http://www.TDCtraining.com) for program updates.

# SCHOOL ACCREDITATION INFORMATION

Ventura Adult and Continuing Education has been recognized at both the state and federal levels. We were granted a six-year accreditation by the Western Association of Schools and Colleges, which extends from 2007 to 2013. In 2002, TDC was selected by the California Department of Education as a Vocational Program of Excellence.

## MISSION STATEMENT

The mission of the Technology Development Center is to enhance the employability of our students by providing innovative, competency-based vocational training and professional certification for those wishing to develop occupational skills leading to initial job entry, or to upgrade skills leading to career advancement or retraining.

## PROGRAM PHILOSOPHY AND PURPOSE

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

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

## TECHNOLOGY DEVELOPMENT CENTER OFFERS:

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



# SCHOOL INFORMATION

## HOURS

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

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

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

## ENROLLMENT

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

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

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

Students are registered on their first day of classes.

## ASSESSMENTS

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

## DRESS AND GROOMING EXPECTATIONS

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

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

This is a "non-smoking" campus.

### *Minimum appropriate business attire:*

#### **Men:**

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

#### **Women:**

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

### *Inappropriate for class or workplace:*

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



## STUDENT PLACEMENT CENTER SERVICES

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

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

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

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

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

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## CAREER DEVELOPMENT WORKSHOPS

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

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

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



Kay Miller, Work Transition Instructor

Summer Nicol, Special Projects

## Support Services Available to Students

### Improve Your Job-Seeking Skills!

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

### Improve Your Math, Reading, Spelling and Writing Skills

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





The doors of wisdom are never shut.  
—Benjamin Franklin

# FINANCIAL AID

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## REQUIREMENTS:

- Demonstrate financial need
- Have a GED or high school diploma OR show ability to benefit by passing a federally approved ATB test (Ability to Benefit); testing is available on site by appointment
- Meet citizenship requirements
- Must maintain satisfactory progress and attendance.

Pell grant funding is available for any program more than 18 weeks in length

NOTE: Pell grants are not available for students who have a bachelor's degree or a professional degree.

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## FEDERAL PELL GRANT

An entitlement program using federal money for undergraduate students. A Federal Pell Grant is based on financial need. There is a maximum award amount given based on a 26-week course that covers 900 clock hours of instruction. Please see our financial aid technician for details.

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## FEDERAL SUBSIDIZED STAFFORD LOANS

A federal loan program for students based on need. The maximum loan amount is \$3500 for a 26-week course that covers 900 clock hours of instruction. Payments start 6 months after the completion of instruction. No interest is charged while the student is in school and during the 6-month grace period. Four repayment plans are available. Please see our financial aid technician for details.

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## FEDERAL UNSUBSIDIZED STAFFORD LOANS

A federal loan that is for independent students and is non-need based. The maximum loan amount is \$4,000 for a 26-week course that covers 900 clock hours of instruction. Payments start 6 months after completion of instruction. Interest is charged to the loan immediately following the first disbursement of funds. Students have the option of paying the interest while attending school or allowing the interest to accrue and capitalize. This loan is available to dependent students if a Parent Loan, known as the PLUS loan, is denied. Four repayment plans are available. Payments can be combined with a student's Federal Subsidized Stafford Loan. Please see our financial aid technician for details.

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## FEDERAL PLUS LOAN

Also known as the Parent Loan for Undergraduate Students. The maximum amount for a PLUS loan is the Cost of Education (both direct and indirect costs) minus any other form of financial aid. This loan is designed specifically for dependent students. A credit check will be made prior to final approval of the loan. If a parent is denied a PLUS loan, the student may apply for a Federal Unsubsidized Stafford Loan. Payments start 60 days from the final disbursement of funds. Interest begins to accumulate at the time the first disbursement is made. Please see our financial aid technician for details.

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## SCHOLARSHIPS

Scholarships are available on a limited basis.



## EXPECTED SCHOOLWIDE LEARNING RESULTS

# Expected Schoolwide Learning Results

1. *Students will apply classroom learning to real-life situations*
  - by acquiring fundamental skills
  - by integrating academic, vocational, interpersonal and personal development competencies
  - by using technology to accomplish functional tasks
2. *Students will become lifelong learners*
  - by seeking continual growth and self-development
  - by developing confidence in their ability to succeed
  - by becoming self-motivated, self-directed, and self-disciplined
  - by achieving personal goals
  - by developing positive self-esteem and self-respect
3. *Students will communicate effectively and ethically*
  - by expressing themselves orally and in writing
  - by listening and reading for needed information
  - by utilizing communication technology
4. *Students will become productive, contributing members of the global community*
  - by demonstrating responsibility to their families and in the workplace
  - by appreciating cultural and individual diversity
  - by being tolerant and respectful of others

## Mission Statement

The mission of Ventura Adult and Continuing Education is to enhance the lives of our students by providing diverse, accessible, lifelong learning opportunities. Students' vocational, educational and personal goals are met by staff who promote self worth in a safe, supportive and innovative learning environment.

### NOTES:

[illegible]

Together Everyone Achieves More



# Computer-Aided Design

## Computer-Aided Design Programs



Dennis Huston, *Instructor*

Bob Colla, *Instructor*



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

—Emily Dickenson

## COMPUTER-AIDED DESIGN TECHNICIAN

28 WEEKS

### ELEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

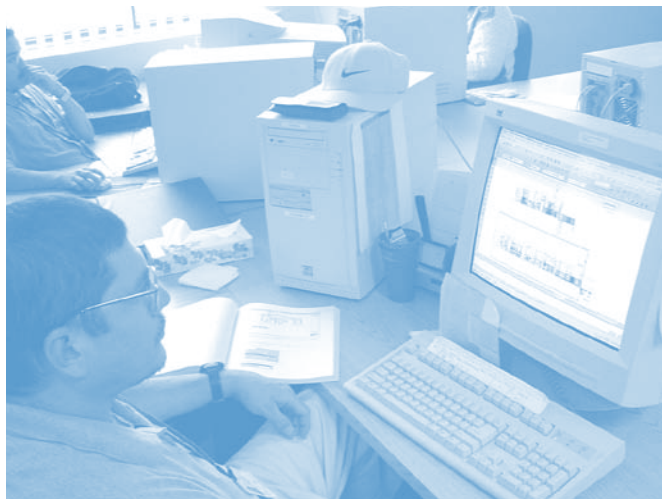
The Computer-Aided Design course provides students with the skills necessary to move into fields such as design, drafting, engineering, or animation/video production.

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

3-D Solids Modeling  
Parametric Drafting  
Revit Architectural Software

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

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



# COMPUTER-AIDED DESIGN PROGRAMS

## COMPUTER-AIDED DESIGN TECHNICIAN (FAST TRACK)

16 WEEKS

### PREREQUISITES:

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

### ELEMENTS:

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

### COURSE INFORMATION:

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

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

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

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

### EMPLOYMENT OPPORTUNITIES:

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





## COMPUTER-AIDED DESIGN PROGRAMS

## COMPUTER-AIDED MANUFACTURING (MASTERCAM) TECHNICIAN 15 WEEKS

## ELEMENTS:

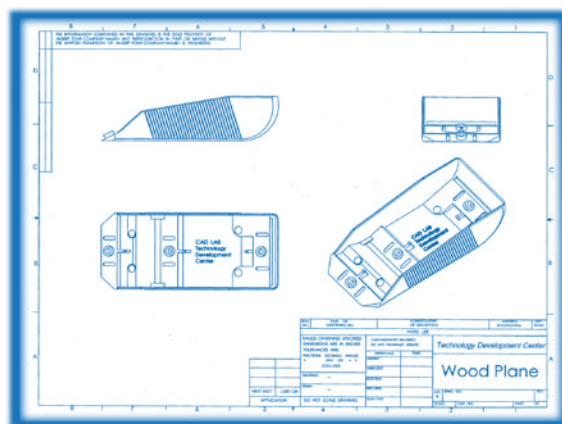
- Prerequisite: Computer-Aided Design, Solid Works, Pro Engineer Certification (or professional equivalent)
- Associative 2D Toolpaths
- Pocketing, Contouring, and Drilling
- Surface Roughing
- Surface Finishing
- Surface Cleanup Machining
- Surface Machining Options
- Multi-Axis Machining
- High Speed Machining
- Toolpath Verification
- NC Machining Parameters and Utilities
- Rapid Prototyping
- File Management and Data Exchange
- Portfolio Development

## COURSE INFORMATION:

MasterCAM Solids gives you powerful, streamlined solid modeling and practical designs. Solid modeling is transforming the way parts are being designed. Once you program a part, you can modify any element of the job and immediately get updated toolpaths.

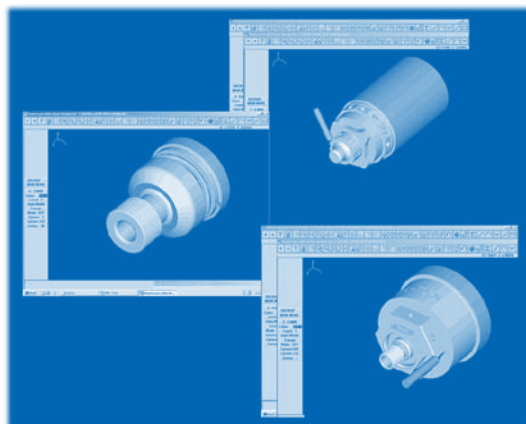
Flexibility is crucial to efficient part design and programming. You will learn to mix and match modeling techniques, add surface or wireframe elements to a solid, and add solid components to a complex surface model.

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



## EMPLOYMENT OPPORTUNITIES:

- CNC Manufacturing (i.e. milling/lathe)
- CNC Operator/Designer
- Machining Technician
- Plastics Design/Injection Molding/Manufacturing



# COMPUTER-AIDED DESIGN PROGRAMS

## SOLID WORKS TECHNICIAN

10 WEEKS

### ELEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



# Computer Systems Technology

## Computer Systems Technology



Hai Dinh, *Instructor*

**Microsoft®**  
*IT Academy Program*

**VUE**  
AUTHORIZED TESTING CENTER

**THOMSON**  
★  
**PROMETRIC**

 **CompTIA®**

 **A+ Certification™**  
*A CompTIA Certification Program*

 **Network +™**  
*A CompTIA Certification Program*



Brian Harrison, *Instructor*

# COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

## COMPUTER SUPPORT TECHNICIAN (A+ CERTIFICATION)

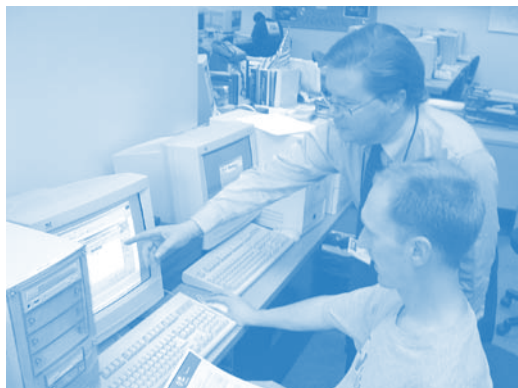
22 WEEKS

### ELEMENTS:

- A+ Exam Preparation
- Assemble, Install, and Configure Computers
- Category 5e/6 and Fiber Optics Cabling
- Data Backup and Recovery
- Disk Operating System (DOS)
- Internet Explorer
- Laser Printer Maintenance and Repair Basics
- Network Setup and Configuration Basics
- Setting Up and Understanding Peripherals
- Software and Hardware Interfacing
- Troubleshooting Procedures
- Understanding Windows Applications
- Windows Operating Systems

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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





# COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

## MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (EXAM PREPARATION) 38 WEEKS

### ELEMENTS:

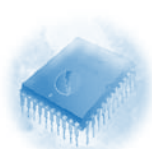
- A+ Exam Preparation
- Assemble, Install, and Configure Computers
- Configuring TCP/IP
- Disk Operating System (DOS)
- Electro-static Discharge Procedures
- Implementing Active Directory
- Installation and configuration of DHCP server service
- Installation and configuration of DNS server service
- Installation and configuration of network servers
- Internet Fundamentals
- Laser Printer Maintenance and Repair
- MCP Exam Preparation
- Network+ Exam Preparation
- Use of Group Policies
- Troubleshooting Procedures
- Windows Applications
- Windows Operating Systems

### OPTIONAL COURSE ENHANCEMENTS:

Microsoft MCTS Preparation  
Microsoft MCITP Preparation

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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

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

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

# COMPUTER SYSTEMS TECHNOLOGY PROGRAMS

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

### ELEMENTS:

- A+ Exam Preparation
- Assemble, Install, and Configure Computers
- Data Backup and Recovery
- Disk Operating System (DOS)
- Electro-static Discharge Procedures
- Internet Fundamentals
- Laser Printer Maintenance and Repair
- Microsoft Windows Network Administration
- Microsoft Windows Network Installation
- N+ Exam Preparation
- Network Setup and Configuration Basics
- Network Cable Standards and Practices
- Setting Up and Understanding Peripherals
- Software and Hardware Interfacing
- Troubleshooting Procedures
- Windows Applications
- Windows Operating Systems

### OPTIONAL COURSE ENHANCEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



# Digital Multimedia Programs

## Digital Multimedia Programs



Terry Wieser, *Instructor*



Tim Oglesbee, *Studio Production Technician*



# DIGITAL MULTIMEDIA PROGRAMS

## DIGITAL MULTIMEDIA TECHNICIAN

28 WEEKS

### ELEMENTS:

- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- MacroMedia Director
- Adobe After Effects
- DVD Studio Pro
- Adobe Dreamweaver
- Final Cut Pro

### COURSE INFORMATION:

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

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

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

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

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

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### EMPLOYMENT OPPORTUNITIES:

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





# DIGITAL MULTIMEDIA PROGRAMS

## STUDIO PRODUCTION TECHNICIAN

38 WEEKS

### ELEMENTS:

- Macintosh Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Final Cut Pro
- Adobe Dreamweaver
- DVD Studio Pro
- MacroMedia Director
- Lighting Concepts
- Digital Camera Operation
- Video Production
- Audio Production

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



# Medical Programs

## Medical Programs



Jo Wilmoth, *Instructor*



Kristyn Shinn, *Instructor*



John Loest, *Instructor*



Sandy Gereau, *Lab Assistant*

## BACK OFFICE MEDICAL ASSISTANT

19 WEEKS

### ELEMENTS:

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

**SOFTWARE:** A.D.A.M.<sup>®</sup> The Inside Story,  
Microsoft Windows, Microsoft Word,  
South-Western Keyboarding Pro  
Multimedia

### OPTIONAL COURSE ENHANCEMENTS:

Interactive Anatomy Lab  
Internet Basics

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



# MEDICAL PROGRAMS

## FRONT/BACK OFFICE MEDICAL ASSISTANT

32 WEEKS

### ELEMENTS:

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

**SOFTWARE:** A.D.A.M.<sup>®</sup> The Inside Story,  
Microsoft Windows, Microsoft Word,  
Microsoft Excel, Medisoft

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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

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

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

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

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

RMA<sup>®</sup> is a Registered Service mark of the American Medical Technologists.



## FRONT OFFICE MEDICAL ASSISTANT

21 WEEKS

### ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics
- Computers in the Medical Office
- Electronic Calculator
- Keyboarding 1
- Math Intermediate
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Telephone Techniques & Technology Fundamentals
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

Accounting 1  
Internet Basics

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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



## MEDICAL BILLING TECHNICIAN

23 WEEKS

### ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics
- Computers in the Medical Office
- Electronic Calculator
- Keyboarding 1
- Medical Billing Procedure
- Medical Coding
- Medical Insurance Billing
- Medical Law, Ethics & Bioethics
- Medical Records Management
- Medical Terminology
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

Accounting 1  
Math Intermediate

### EMPLOYMENT OPPORTUNITIES:

- Data Entry Clerk
- Hospital Admitting Clerk
- Insurance Claims Clerk
- Insurance Verification Clerk
- Medical Billing Technician
- Medical Receptionist
- Patient Accounts Clerk

### COURSE INFORMATION:

The ability to process claims is a significant task, one that underlies the success of a dental or medical practice. Billing technicians must be able to extract information from patient history, treatment, and account records, use diagnostic and procedure codes, enter correct information on the most commonly used medical and dental insurance forms, detect and correct charge-entry errors, and maintain an insurance claims register. They must know alphabetic and numeric filing, use a medical dictionary, look up code and procedure numbers, and know the different claim forms.

When a student begins this program, a foundation is built starting with basic clerical skills. Business English, math, keyboarding, electronic calculator, and record management are part of the course curriculum. Because it is necessary for all office personnel to have basic knowledge of computers and their uses, word processing and computer spreadsheets/graphics are included to teach students to use the computer as a complete desktop tool.

Medical record management is an activity-intensive instructional program designed for mastering and applying alphabetic indexing rules in a medical office. Medical terminology is designed to provide students with the skills to learn terminology easily and quickly. The goal of medical law, ethics, and bioethics is to provide medical personnel with basic knowledge of legal issues applicable to the medical office setting.

Medical coding enables students to abstract information from patient records and combine it with reimbursement and coding guidelines to optimize physician payment.

Students work with the latest equipment, receiving hands-on experience with desktop calculators and PC computers while learning the latest software available.



Technology Development Center

## MEDICAL INSURANCE BILLING TECHNICIAN (FAST TRACK)

16 WEEKS

### PREREQUISITES:

- Math test, proficiency in Microsoft Word, Microsoft Windows, and typing.

### ELEMENTS:

- Computers in the Medical Office
- Computer Spreadsheet/Graphics
- Electronic Calculator
- Medical Billing Procedure
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology

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

### OPTIONAL COURSE ENHANCEMENTS:

Computer Operating System  
Math Intermediate

### EMPLOYMENT OPPORTUNITIES:

- Data Entry Clerk
- Hospital Admitting Clerk
- Insurance Claims Clerk
- Insurance Verification Clerk
- Medical Billing Technician
- Medical Receptionist
- Patient Accounts Clerk

### COURSE INFORMATION:

This Fast Track course is designed for the student who is already familiar with basic computer skills, including word processing, and also has adequate keyboarding skills. Emphasis for this curriculum will be to teach the student without previous exposure to the health care field how to complete medical and dental insurance forms on an entry-level basis.

The text/workbook introduces and simulates situations using Medisoft for Windows, a widely used medical administrative software. While progressing through Medisoft's menus and windows, students learn to input patient information, schedule appointments, and handle billing. In addition, they produce various lists and reports as well as learn to handle insurance claims, both on paper forms and electronically.

Medical coding utilizes information from the patient record and combines it with the knowledge of reimbursement and coding guidelines to optimize physician payment.



# MEDICAL PROGRAMS

## MEDICAL RECEPTIONIST

14 WEEKS

### ELEMENTS:

- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office
- Introduction to Electronic Calculator
- Keyboarding 1
- Math Intermediate Introduction
- Medical Insurance Billing
- Medical Terminology
- Telephone Techniques & Technology Fundamentals
- Word Processing 1

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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





## MEDICAL RECORDS TECHNICIAN

19 WEEKS

### ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics
- Computers in the Medical Office
- Electronic Calculator
- Keyboarding 1
- Math Intermediate
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

Internet Basics  
Medical Coding

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### EMPLOYMENT OPPORTUNITIES:

- Records Clerk (Medical Services)
- Health Care Coordinator
- Insurance Enrollment Clerk
- Medical Receptionist
- Medical Records Technician
- Unit Clerk

### COURSE INFORMATION:

Medical record technicians handle patient records for hospitals or other healthcare facilities. They interact with many different medical professionals in a variety of tasks.

Students in this program receive hands-on experience in medical record keeping and medical insurance billing. Topics include scheduling appointments, taking care of patients' needs in person and on the telephone, receiving payments, maintaining medical and billing records, completing insurance forms, entering financial transactions into bookkeeping ledgers, and distributing monthly statements to patients.

Students receive hands-on training using an alphabetic keyboarding program on a PC computer. Basic courses in business English and math prepare the student to function proficiently in the office environment.

In the constantly expanding medical field, computers play an increasingly vital role in day-to-day activities. As an enhancement to the medical records program, word processing, computer spreadsheet/graphics, medical coding, and computers in the medical office are offered.



# MEDICAL PROGRAMS

## PHARMACY TECHNICIAN

21 WEEKS

### ELEMENTS:

- Keyboarding 1
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1 & 2
- Pharmacy Clinical Skills 1
- Pharmacy Clinical Skills 2
- Pharmacy Theory 1
- Pharmacy Theory 2
- Telephone Techniques & Technology Fundamentals
- Word Processing 1

**SOFTWARE:** Microsoft Word, FSI Pharmacy Management System

### OPTIONAL COURSE ENHANCEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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

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

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

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

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

*Note: A high school diploma or GED is required to register as a Pharmacy Technician. As part of the process, fingerprints are submitted to government agencies for a background check. Fees for photos, fingerprints, and registration are not included with the fee for the training program.*

## PHLEBOTOMIST

EVENINGS

### ELEMENTS:

- Basic Phlebotomy
- Classroom Lab
- Advanced Didactic Phlebotomy Instruction

**SOFTWARE:** A CD-ROM accompanies the phlebotomy textbook.

### EMPLOYMENT OPPORTUNITIES:

- Certified Phlebotomy Technician 1 in a clinical lab setting.

### COURSE INFORMATION:

#### Basic Phlebotomy

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

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

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

### COURSE INFORMATION (CONT'D):

#### Advanced Didactic Phlebotomy Instruction

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

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

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

#### *Practical Externship to be arranged*

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



## PHYSICAL THERAPY AIDE

21 WEEKS

### ELEMENTS:

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

**SOFTWARE:** A.D.A.M.<sup>®</sup> The Inside Story, Microsoft Excel, Microsoft Word, Medisoft

### OPTIONAL COURSE ENHANCEMENTS:

Interactive Anatomy Lab  
Internet Basics  
Math Intermediate

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



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



# Accounting Programs

## Accounting Programs



Karl Akkerman, *Instructor*

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

—Washington Irving

# ACCOUNTING PROGRAMS

## ACCOUNTING CLERK

18 WEEKS

### ELEMENTS:

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

**SOFTWARE:** Microsoft Windows, Microsoft Word, Microsoft Excel

### OPTIONAL COURSE ENHANCEMENTS:

Computerized Accounting Simulation  
Internet Basics  
Payroll Accounting

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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

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

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

## ACCOUNTING SUPPORT CLERK

16 WEEKS

### ELEMENTS:

- Accounting 1 Fundamentals
- Accounts Payable/Receivable
- Business Math Intermediate
- Computer Business Forms
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Data Entry 1 Fundamentals
- Data Entry 2
- Electronic Calculator
- Internet Fundamentals
- Keyboarding 1
- Word Processing 1

**SOFTWARE:** Microsoft Windows, Microsoft Excel, Microsoft Word, Data Entry Activities for Microcomputers

### COURSE INFORMATION:

The Accounting Support Clerk curriculum is designed for people with little or no prior computer experience. It is for people who are interested in learning what computers can do and how to operate and access various software applications that require data entry.

Subjects covered include computer operating systems, keyboarding, electronic calculator, data entry, word processing, and computer spreadsheets.

Accounting projects include accounts receivable, accounts payable, payroll, census survey, auto insurance application, and driver's license applications. Students will be introduced to fundamental accounting principles and concepts.

Upon completion of the required courses, students will be proficient in gathering data, entering data using specified procedures, and interpreting output received from the computer during processing.

### OPTIONAL COURSE ENHANCEMENTS:

Computer Database  
Computer Spreadsheet/Graphics 2  
Keyboarding 2

### EMPLOYMENT OPPORTUNITIES:

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



# ACCOUNTING PROGRAMS

## COMPUTERIZED FINANCIAL ACCOUNTING

26 WEEKS

### ELEMENTS:

- Accounting 1 & 2
- Business English
- Business Math and Banking Concepts
- Computerized Accounting Simulation
- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- QuickBooks Pro
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

Accounting 3  
Computer Database Enhancements  
Internet Basics

### COURSE INFORMATION:

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

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

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

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

### EMPLOYMENT OPPORTUNITIES:

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





## COMPUTERIZED FINANCIAL ACCOUNTING (FAST TRACK)

16 WEEKS

**PREREQUISITES:** Math test, proficiency in keyboarding

### ELEMENTS:

- Accounting 1 & 2
- Business Math and Banking Concepts
- Computer Accounting Simulation
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Keyboarding Review
- QuickBooks Pro
- Word Processing Fundamentals

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

### OPTIONAL COURSE ENHANCEMENTS:

Accounting 3  
Computer Database  
Internet Fundamentals  
Payroll Accounting

### COURSE INFORMATION:

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

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

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

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

### EMPLOYMENT OPPORTUNITIES:

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



# ACCOUNTING PROGRAMS

## DATA ENTRY/INVENTORY TECHNICIAN

19 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2  
Speed and Accuracy  
Word Processing 2

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



## PAYROLL TECHNICIAN

16 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

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

### COURSE INFORMATION:

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

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

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

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

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

### EMPLOYMENT OPPORTUNITIES:

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



# Business Programs

## Business Programs



Claudia Young, *Instructor*

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

—George Bernard Shaw





## ADMINISTRATIVE ASSISTANT

18 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2  
Outlook/Internet  
Shorthand

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### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



# BUSINESS PROGRAMS

## BUSINESS ADMINISTRATION

25 WEEKS

### ELEMENTS:

- Accounting 1 & 2
- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math
- Communications Skills
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Elements of Supervision
- Keyboarding 1
- QuickBooksPro
- Word Processing 1 & 2

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

### OPTIONAL COURSE ENHANCEMENTS:

Automated Accounting Simulation  
E-Commerce  
Internet  
Presentation Graphics

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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



## BUSINESS ADMINISTRATION AND MANAGEMENT

34 WEEKS

### ELEMENTS:

- Accounting 1 & 2
- Alphabetic Indexing
- Automated Accounting Simulation
- Business English
- Business Law Fundamentals
- Business Math
- Communications Skills
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Elements of Supervision
- Internet Fundamentals
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- QuickBooksPro
- Word Processing 1 & 2

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

### OPTIONAL COURSE ENHANCEMENTS:

E-Commerce  
Accounting 3  
Presentation Graphics

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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



# BUSINESS PROGRAMS

## BUSINESS MANAGER - WORLD WIDE WEB

26 WEEKS

### ELEMENTS:

- Accounting 1
- Business English
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Desktop Publishing 2
- E-Commerce
- Electronic Calculator
- Elements of Supervision
- HTML/XHTML/CSS Basics
- Internet Basics
- Keyboarding 1
- Math Intermediate
- Presentation Graphics
- QuickBooksPro
- Web Page Applications
- Word Processing 1

**SOFTWARE:** Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Explorer, QuickBooks Pro, Dreamweaver, Photoshop, and software designed to prepare for MOS exam

### OPTIONAL COURSE ENHANCEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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





## COMPUTER APPLICATIONS/VOICE INTEGRATION

16 WEEKS

### ELEMENTS:

- Computer Concepts
- Computer Database 1
- Computer Spreadsheet/Graphics 1
- Dragon Naturally Speaking
- Internet Fundamentals
- Presentation Graphics
- Voice Calculator
- Word Processing 1 & 2

**SOFTWARE:** Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Dragon Naturally Speaking

### OPTIONAL COURSE ENHANCEMENTS:

*ADDITIONAL DRAGON NATURALLY SPEAKING TRAINING IS REQUIRED FOR ENHANCEMENTS LISTED BELOW.*

Computer Spreadsheet/Graphics 2  
Medisoft  
QuickBooks  
Record Management

### COURSE INFORMATION:

This course concentrates on the software and skills required for an entry-level position in Computer Applications. Students learn to use software packages that are typically found in most offices. Students are presented with a wide variety of the activities performed in most offices and are given projects that will assist them in mastering those activities. The student will also receive specialized instruction in using Dragon Naturally Speaking voice recognition software, which accelerates productivity and streamlines the use of software.

This program offers students the opportunity to increase their productivity by combining voice recognition and keyboarding skills. Training in continuous speech recognition significantly reduces keyboarding and mousing tasks. Students will learn to effectively use standard and custom commands and correction and dictation skills. They will also receive an introduction to creating their own customized voice commands.

As the course is competency-based, students will perform the tasks most required of office workers using projects to demonstrate their skills.

### EMPLOYMENT OPPORTUNITIES:

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



Heidi is using Dragon Naturally Speaking, a hands-free voice integration software.

# BUSINESS PROGRAMS

## CUSTOMER SERVICE REPRESENTATIVE/COLLECTIONS

19 WEEKS

### ELEMENTS:

- Alphabetic Indexing
- Business English
- Business Law Fundamentals
- Business Math Intermediate
- Clerical/Accounting Simulation
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1
- Speed and Accuracy
- Telephone Techniques & Technology
- Word Processing 1

**SOFTWARE:** Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and software designed to prepare for MOS certification exam

### OPTIONAL COURSE ENHANCEMENTS:

E-Commerce  
Computer Record Keeping

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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

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



## HUMAN RESOURCE MANAGEMENT

21 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

Accounting 2  
Computer Spreadsheet/Graphics 2  
Internet

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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

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



# BUSINESS PROGRAMS

## LEGAL SECRETARY

23 WEEKS

### ELEMENTS:

- Business English
- Business Law Fundamentals
- Computer Database 1
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator Fundamentals
- Keyboarding 1, 2 & 3
- Legal Office Simulation
- Legal Terminology/Transcription
- Presentation Graphics
- Word Processing 1, 2, & 3

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

### OPTIONAL COURSE ENHANCEMENTS:

E-Commerce  
Internet Fundamentals  
Shorthand

### COURSE INFORMATION:

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

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

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

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

### EMPLOYMENT OPPORTUNITIES:

- Legal Clerk
- Legal Receptionist
- Legal Secretary





## MICROSOFT OFFICE BASICS

10 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

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

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### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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



# BUSINESS PROGRAMS

## MICROSOFT OFFICE PROFESSIONAL (FAST TRACK)

16 WEEKS

**PREREQUISITES:** Windows, 25 wpm keyboarding

**ELEMENTS:**

- Computer Applications 1 & 2
- Computer Database 1
- Computer Spreadsheet/Graphics 1 & 2
- Presentation Graphics
- Word Processing 1 & 2

**SOFTWARE:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and software designed to prepare for MOS certification exam

**OPTIONAL COURSE ENHANCEMENTS:**

Internet Fundamentals  
Keyboarding Speed and Accuracy

**COURSE INFORMATION:**

This Fast Track course is designed for the student who is already familiar with the computer operating system and has adequate keyboarding skills. Emphasis for this curriculum will be developing proficiency in business productivity applications.

The course prepares the student to take each of the MOS specialist certification exams that we offer. Experience will determine the degree of preparation required to complete the certification applications.



**EMPLOYMENT OPPORTUNITIES:**

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



## RECEPTIONIST/OFFICE ASSISTANT

16 WEEKS

### ELEMENTS:

- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Receptionist/Office Assistant Simulation
- Record Management
- Telephone Techniques and Technology
- Word Processing 1 & 2

**SOFTWARE:** Microsoft Windows, Microsoft Word, and Microsoft Excel

### COURSE INFORMATION:

Professional office personnel can make the difference between acquiring or losing a contract. Competent receptionists keep the office running smoothly and in many cases are the first business contact encountered either in person or by telephone.

This successful program begins by building a solid foundation with essential office skills and business procedures. Students will develop computer literacy while using computer applications including Windows, Word, and Excel.

The program concludes with a receptionist simulation that reinforces learned skills while providing experience with realistic clerical assignments.

### OPTIONAL COURSE ENHANCEMENTS:

Computer Database  
Internet Fundamentals  
Presentation Graphics

### EMPLOYMENT OPPORTUNITIES:

- General Office Clerk
- Receptionist- all industries
- Records Management Clerk
- Retail Clerk
- Office Assistant



# Computer Applications and Graphics Programs

## Computer Applications and Graphics Programs



Kathy Yeomans, *Instructor*

Small opportunities are  
often the beginning of  
great enterprises.

—Demosthenes



# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## COMPUTERIZED MARKETING SUPPORT TECHNICIAN

26 WEEKS

### ELEMENTS:

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

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

### COURSE INFORMATION:

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

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

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

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

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

### OPTIONAL COURSE ENHANCEMENTS:

Communications Skills  
Desktop Publishing Applications

### EMPLOYMENT OPPORTUNITIES:

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



Banner logo designed by Jill Lapple  
Web Business Graphics/Desktop Publishing student

# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## COMPUTERIZED OFFICE PROFESSIONAL

16 WEEKS

### ELEMENTS:

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

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

### OPTIONAL COURSE ENHANCEMENTS:

Computer Applications Projects 2  
Computer Spreadsheet/Graphics 2  
Internet Fundamentals

### EMPLOYMENT OPPORTUNITIES:

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

Logo designed by Chris Charney  
for Ventura Chamber logo contest

### COURSE INFORMATION:

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

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

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



# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## GRAPHIC DESIGN (FAST TRACK)

16 WEEKS

**PREREQUISITES:** Windows, keyboarding, and word processing familiarity

### ELEMENTS:

- Desktop Publishing 1
- Desktop Publishing 2
- Elements of Design for Web/Desktop Publishing Fundamentals
- HTML/XHTML/CSS Basics
- Preparing Files for the Web
- Office Graphics 1
- Portfolio Development
- Web Page Design 1
- Web Project Applications

**SOFTWARE:** Illustrator, InDesign, Photoshop, Dreamweaver

### OPTIONAL COURSE ENHANCEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



TDC Catalog Cover Project by Technology High School student Jesse Hester

# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## GRAPHIC DESIGNER FOR PRINT

20 WEEKS

### ELEMENTS:

- Business English
- Computer Concepts
- Computer Spreadsheet/Graphics Fundamentals
- Desktop Publishing 1
- Desktop Publishing 2
- Desktop Applications
- Elements of Design for Print Fundamentals
- Keyboarding 1
- Office Graphics 1
- Presentation Graphics
- Print Production Concepts
- Word Processing 1

**SOFTWARE:** Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Illustrator, InDesign, Photoshop

### OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2  
Internet Fundamentals  
Word Processing 2

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### EMPLOYMENT OPPORTUNITIES:

- Assistant Production Manager
- Digital Output Specialist
- Graphic Artist
- Graphic Designer Assistant
- Graphic Production Assistant
- Graphics Coordinator
- Jr. Level Graphic Designer
- Sales Support

### COURSE INFORMATION:

In the Graphic Designer for Print curriculum, the student begins learning to meet the demands of a rapidly changing digital graphics environment. Using computers, the student learns to integrate text, graphics, spreadsheets, photographs, and charts into dynamic, interesting, and informative documents. In order to compete for graphics-based jobs in today's labor market, we must gear up by learning the desktop publishing software required by upward-moving companies.

TDC uses industry-standard equipment and software. Students will learn to use both the Macintosh and the PC to complete their work. These systems are used in conjunction with laser printers, scanners, and digital camera equipment.

The student will use digital media to learn proper placement of text and graphics in publications, including brochures, newsletters, magazines, advertisements, and books. Students will participate in on-the-job projects and are encouraged to develop dynamic, professional portfolios to show prospective employers.





# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## GRAPHIC DESIGNER FOR WEB

20 WEEKS

### ELEMENTS:

- Computer Concepts
- Desktop Publishing 2
- Elements of Design for Web Fundamentals
- HTML/XHTML/CSS Basics
- Preparing Files for the Web
- Internet Fundamentals
- Keyboarding 1
- Office Graphics 1
- Presentation Graphics
- Web Page Design 1
- Web Project Applications
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

Business English  
Computer Spreadsheet/Graphics  
Flash Fundamentals  
Word Processing 2

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



Web site designed by Wyndra Roche  
Web Page Design

# COMPUTER APPLICATIONS AND GRAPHICS PROGRAMS

## WEB BUSINESS GRAPHICS/DESKTOP PUBLISHING

30 WEEKS

### ELEMENTS:

- Business English
- Computer Concepts
- Computer Spreadsheet/Graphics
- Desktop Publishing 1
- Desktop Publishing 2
- Elements of Design for the Web
- HTML/XHTML/CSS Basics
- Preparing Files for the Web
- Internet Fundamentals
- Keyboarding 1
- Office Graphics 1
- Presentation Graphics
- Print Production Concepts/Project Design
- Web Page Design 1
- Web Project Applications
- Word Processing 1

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

### OPTIONAL COURSE ENHANCEMENTS:

E-Commerce Fundamentals  
Flash Fundamentals  
Word Processing 2

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



Logo designed by Chris Charney  
Computer Applications/Graphics

## NOTES:

This image shows a full page of blank, lined paper. It features approximately 20 horizontal blue lines spaced evenly across the page, typical of notebook paper. The lines are thin and light blue, set against a plain white background. There is no handwriting or other markings on the page.

# PROGRAM FEES

	WEEKS	COST
<b>COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS</b>		
Computer-Aided Design Technician (Fast Track).....	16 weeks	\$3,500
Computer-Aided Design Technician .....	28 weeks	\$6,100
Computer-Aided Manufacturing (Master CAM) Technician.....	15 weeks	\$3,300
Solid Works Technician .....	10 weeks	\$2,200
<b>COMPUTER SYSTEMS TECHNOLOGY PROGRAMS</b>		
Computer Support Technician (A+ Certification).....	22 weeks	\$4,800
Microsoft Certified Systems Administrator .....	38 weeks	\$8,350
Network Support Technician (A+ and N+ Certification) .....	32 weeks	\$7,000
<b>DIGITAL MULTIMEDIA TECHNOLOGY PROGRAMS</b>		
Digital Multimedia Technician .....	28 weeks	\$6,100
Studio Production Technician .....	38 weeks	\$8,350
<b>MEDICAL PROGRAMS</b>		
Back Office Medical Assistant .....	19 weeks	\$4,200
Front/Back Office Medical Assistant .....	32 weeks	\$7,000
Front Office Medical Assistant .....	21 weeks	\$4,600
Medical Billing Technician .....	23 weeks	\$5,000
Medical Insurance Billing Technician (Fast Track) .....	16 weeks	\$3,500
Medical Receptionist .....	14 weeks	\$3,100
Medical Records Technician .....	19 weeks	\$4,200
Pharmacy Technician .....	21 weeks	\$4,600
Phlebotomy, Basic Instruction (evenings only).....	Call for dates	\$450
Phlebotomy, Didactic Advanced Instruction (evenings only).....	Call for dates	\$450
Physical Therapy Aide .....	21 weeks	\$4,600

## 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 **DO NOT** include lab materials and books. Call for current book and materials costs. Course content and/or length may be customized to meet the needs of individual students.

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

## REFUND POLICY

Completion of 25% or less, 75% refund; 50% completion, 50% refund; over 50% completion, no refund.



# PROGRAM FEES

	WEEKS	COST
<b>ACCOUNTING PROGRAMS</b>		
Accounting Clerk .....	18 weeks	\$4,000
Accounting Support Clerk.....	16 weeks	\$3,500
Computerized Financial Accounting .....	26 weeks	\$5,700
Computerized Financial Accounting (Fast Track) .....	16 weeks	\$3,500
Data Entry/Inventory Technician .....	19 weeks	\$4,200
Payroll Technician .....	16 weeks	\$3,500
<b>BUSINESS PROGRAMS</b>		
Administrative Assistant .....	18 weeks	\$4,000
Business Administration .....	25 weeks	\$5,500
Business Administration and Management .....	34 weeks	\$7,450
Business Manager - World Wide Web .....	26 weeks	\$5,700
Computer Applications/Voice Integration.....	16 weeks	\$3,500
Customer Service Representative/Collections .....	19 weeks	\$4,200
Human Resource Management .....	21 weeks	\$4,600
Legal Secretary .....	23 weeks	\$5,000
Microsoft Office Basics .....	10 weeks	\$2,200
Microsoft Office Professional (Fast Track) .....	16 weeks	\$3,500
Receptionist/Office Assistant .....	16 weeks	\$3,500
<b>COMPUTER APPLICATIONS/GRAPHICS PROGRAMS</b>		
Computerized Marketing Support Technician .....	26 weeks	\$5,700
Computerized Office Professional.....	16 weeks	\$3,500
Graphic Design (Fast Track) .....	16 weeks	\$3,500
Graphic Designer for Print.....	20 weeks	\$4,400
Graphic Designer for Web.....	20 weeks	\$4,400
Web Business Graphics/Desktop Publishing .....	30 weeks	\$6,500



# TRAINING THAT GETS THE JOB!

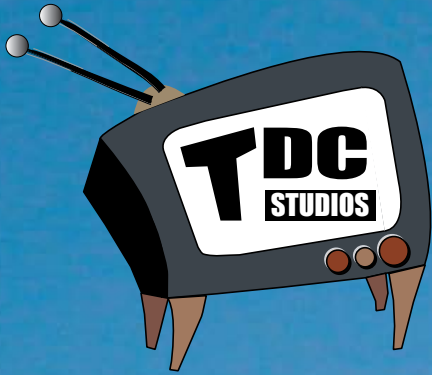
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Jay Corp  
Jensen Engineering  
Jet Air Technologies  
Kaiser Permanente  
Kalstar  
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KEYT  
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