



2024  
2025  
CATALOG



# VACE

**Ventura Adult and Continuing Education**

Preparing diverse learners with academic, vocational, and technological competencies for the global workforce.

# Ventura Adult and Continuing Education

## Explore new careers or upgrade your skills!

### Our Programs:

#### Career Technical Education:

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

**High School Diploma and  
High School Equivalency  
Adult Basic Education  
English as a Second Language  
Citizenship Preparation  
Computer Literacy Training  
Community Enrichment Classes  
Adults with Disabilities  
Lifelong Learning for Savvy Seniors**



Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898/FAX: 770-396-3790, [www.council.org](http://www.council.org). VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2020 for six years.

# Welcome to VACE!



As we embark on a new academic year here at Ventura Adult and Continuing Education (VACE), I am filled with excitement for what lies ahead. Each year brings new opportunities, and the 2024-25 school year is no exception. We are thrilled to continue our tradition of providing exceptional educational services to adult learners throughout Ventura County and beyond.

Since our establishment in 1968, VACE has dedicated itself to enhancing and expanding our offerings to meet the evolving needs of our community. Our commitment to your success is deeply rooted in our history and is reflected through the outstanding service provided by our faculty and staff.

VACE stands out for its comprehensive support and tailored services which include assistance with federal financial aid, job placement services, and flexible scheduling options. Our goal is to make your transition into our programs as smooth as possible, ensuring that you receive the support and expertise needed to succeed. Whether you are looking to make a change or advance in your career, master new languages, complete your high school education, become tech-savvy, or simply enrich your life through learning, VACE is here to support your aspirations. We are also proud to collaborate with various partners such as the ARC for students with disabilities, the County of Ventura for the inmate population, and the America's Job Center of California (AJCC) to offer specialized training.

If you are contemplating joining our vibrant learning community, I urge you to reach out or visit us to discover more about what VACE can offer you. With over fifty years of experience in serving our community, we are confident in our ability to provide you with stellar service and support.

I look forward to welcoming you to our school and wish you the very best in your educational pursuits.

Sincerely,

Dr. Scott McNutt, Ed.D.  
Director/Principal  
Ventura Adult and Continuing Education (VACE)



# Table of Contents

<b>Ventura Adult and Continuing Education</b>		<b>Career Technical Education Program Fees</b>	34
Institutional Information.....	3	<b>Career Technical Education</b>	
<b>Ventura Unified School District Information</b> .....	4	Financial Aid .....	35
<b>School Information</b> .....	5	<b>High School Diploma, High School Equivalency, Adult Basic Education Programs</b> .....	37
Locations.....	7	<b>Citizenship Preparation</b> .....	42
<b>Ventura Adult and Continuing Education</b>		<b>English as a Second Language</b> .....	42
Career Technical Education Programs.....	8	<b>Community Enrichment Classes</b> .....	43
<b>Career Technical Education</b>		<b>Todd Road Jail Program</b> .....	46
Accounting Programs .....	9	Food Handler Certificate.....	46
Accounting Clerk .....	10	Prep Cook Certificate.....	46
Computerized Financial Accounting .....	11	Line Cook Certificate .....	46
<b>Career Technical Education</b>		<b>Lifelong Learning</b> .....	47
Business Programs .....	12	<b>Parenting, Family, Consumer Education Programs</b> .....	48
Administrative Assistant .....	13	<b>Adults with Disabilities</b> .....	50
Business Administration.....	14	<b>School Information, Calendars</b> .....	51
Business Administration and Management.....	15	<b>School Information, Policies and Procedures</b> .....	56
<b>Career Technical Education</b>		<b>Career Technical Education</b> .....	58
Computer-Aided Design Programs.....	16	<b>Career Technical Education</b>	
3D Modeling and Design Drafter.....	17	Policies and Procedures.....	59
Computer-Aided Design Drafter .....	18	<b>Career Technical Education</b>	
<b>Career Technical Education</b>		Enrollment Information .....	60
Computer Systems Technology Programs.....	19	<b>Career Technical Education</b>	
Computer Support Technician.....	20	Testing Services.....	62
Network Security Technician .....	21	<b>Career Technical Education</b>	
Network Systems Technician .....	22	Support Services.....	62
<b>Career Technical Education</b>		<b>Class Listings</b> .....	64
Digital Multimedia Technician Programs .....	23		
Digital Multimedia Technician .....	24		
Studio Production Technician .....	25		
<b>Career Technical Education</b>			
Medical Programs.....	26		
Back Office Medical Assistant.....	27		
Front Office Medical Assistant .....	28		
Front/Back Office Medical Assistant .....	29		
Pharmacy Technician .....	30		
<b>Career Technical Education</b>			
Graphics and Computer Applications Programs.....	31		
Visual Communications and Digital Marketing .....	32		
Digital Communications .....	33		



Ventura Adult and  
Continuing Education



**VCAEC**  
Ventura County  
Adult Education Consortium

**California Adult Schools**  
LEARNING FOR LIFE

# Ventura Adult and Continuing Education

## Institutional Information

### Ventura Adult and Continuing Education Mission Statement

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

### Ventura Adult and Continuing Education Philosophy

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Ventura Adult and Continuing Education is founded on the belief that knowledge is a key element of life. The more that is known about a subject, the more it can be enjoyed, pursued, accepted, or defended. Recognizing that adult learning patterns and needs must be addressed in sensitive and responsible manners, the training programs have been designed to be comprehensive, supportive, and flexible. The staff of Ventura Adult and Continuing Education is dedicated to meeting each student's academic and vocational needs and to the development of self-worth through education.



### Schoolwide Learner Outcomes

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

### Institutional Accreditation Information

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Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / Facsimile 770-396-3790; [www.council.org](http://www.council.org). VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2020 for six years. Both accrediting agencies are recognized by the U.S. Department of Education. VACE has been acknowledged at both the state and federal levels for exceptional standards. In addition, VACE Career Technical Education was selected by the California Department of Education as a Vocational Program of Excellence.

### About Ventura Adult and Continuing Education

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Ventura Adult and Continuing Education is located in a modern, recently upgraded facility, close to Highway 101. Classrooms are outfitted with spacious workstations and the various equipment tailored for each program. There is an on-site student lounge equipped with microwaves and refrigerators as well as vending machines. In addition, there are both indoor and outdoor eating areas, conference rooms, and ample parking. The Placement Center offers additional computer stations, copiers, and fax services for students.

# Ventura Unified School District Information

## Ventura Unified School District Vision Statement

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

## Ventura Unified School District Mission Statement

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The Ventura Unified School District will educate all students in safe, healthy and high performing schools. We will...

- Inspire all students to excel academically,
- Honor the unique qualities and diverse backgrounds of all students,
- Build supportive relationships,
- Guide all students to reach their full potential,
- Motivate all students to successfully pursue their chosen life paths, and
- Engage all students to become responsible and contributing members of society.

## Ventura Unified School District Governing Principles

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

## A Standing Invitation...

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Please plan to visit Ventura Adult and Continuing Education, tour the classrooms, and become acquainted with the instructors. Call **805-289-1744** to arrange visits, to meet with counselors, or to have your questions answered. Check out our website at **[www.AdultEdVentura.edu](http://www.AdultEdVentura.edu)** for program updates.

## School Information

### Ventura Unified School District

#### Board of Education

Calvin Peterson, President, Trustee Area 5  
James Forsythe, Vice-President, Trustee Area 1  
Dr. Jerry Dannenberg, Trustee Area 4  
Shannon Trani Fredericks, Trustee Area 3  
Sabrena Rodriguez, Trustee Area 2

#### Administration

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

### Ventura Adult and Continuing Education

#### Dr. Scott McNutt, Director/Principal

*Ed.D, University of Southern California*  
*Email: Scott.McNutt@AdultEdVentura.edu*  
*Phone: 805-289-1744 Extension 1011*

#### Jeffrey Albaugh, Assistant Principal

*MA, Pacifica Graduate Institute*  
*Email: Jeffrey.Albaugh@AdultEdVentura.edu*  
*Phone: 805-289-1744 Extension 1201*

#### Sean Bell, Assistant Principal

*MBA, California Pacific University*  
*MA/TESL, Spring Arbor University*  
*Email: Sean.Bell@AdultEdVentura.edu*  
*Phone: 805-289-1744 Extension 1303*

### Full-time Instructional Staff

#### Josh Ball

*CSWA (Certified SolidWorks Associate)*  
*AS, Ventura College*  
*Teaching Credential, State of California*

#### Juan Carlos Lopez Beltran

*BA, Centro Universitario UTEG, Jalisco, Mexico*

#### Scott Collins

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

#### Jim Earley

*MA, Rocky Mountain College of Art + Design*

#### Tim Fries

*Teaching Credential, State of California*

#### Margie Garzon

*M.Ed, Azusa Pacific University*

#### Brian Harrison

*MCSA, Teaching Credential, State of California*

#### Nicole Hofferbert

*BA/BS, University of La Verne*

#### Sandra Jennings

*MA, MS, M.ED, Vanguard University*

#### Elesia Jones

*Teaching Credential, State of California*

#### Michael Mandel

*MA, United States University*

#### Gisela Martinez

*AA, Ventura College*  
*AS, Santa Barbara City College*

#### Mariya Messier

*BS, University of Plovdiv, Bulgaria*

#### Rich Sigerist

*AA, Ventura College*  
*Teaching Credential, State of California*

#### Susan Vinson

*BA, Wichita State University*

#### Christine Wilson

*BA, Flagler College*

#### Mary Wilson

*BA, Ripon College*

## School Information

### Part-time Instructional Staff

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**Jane Advani**

*BS, Northland College*

**Alex Baca**

*BA, California Lutheran University*

*Teacher Credentialing, Azusa Pacific University*

**Monica Borkowski**

*BA, California State University Sacramento*

**Joslynn Browne**

*BS, Westmont College*

**Amy Crittenden**

*BA, Fort Lewis College*

**Cindy Dorn**

*AA, Fullerton College*

**Sam Harley**

*BS, State University of New York, New Paltz*

**Josue Hernandez**

*BA, California State University, Channel Islands*

**Michelle Johnson**

*MA, MS, M.Ed, Pepperdine University*

**Susan Knoll**

*MA, MS, M.Ed, California State University Fullerton*

**Diana Lopez**

*M.Ed, University of Laverne*

**Shari (Meg) Megginson**

*Teaching Credential, State of California*

**Susan Martz**

*M.Ed, University of Pittsburgh*

**Wendy Sanchez**

*M.Ed, Concordia University*

**Heidi Sohn**

*BA, University of Arizona*

**Lorraine Sharkey**

*MA, MS, M.Ed, Woodbury University*

**Marguerite Stouthamer**

*MA, California Lutheran University*

*MA, Antioch University, Los Angeles*

**Lynne Thurston**

*BS, Wayne State University*

**Maria Uribe**

*MA, Stockholms Universitet*

**Josue Vasquez**

*BS, California State University Sacramento*

**Pam Williams**

*M.Ed, SOKA University of America*

**Angelina Yim**

*MA, University of California, Los Angeles*

### Support Staff

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Frank Ayala, Custodian

Naivi Banderas Solorio

Lisa Chapman, School Support Secretary

Kendall Griffin, Attendance Technician

Valerie L. Melendez, Accountant

Leticia Murillo, Billing Services

Myra Nunley, Financial Aid Technician

Timothy Oglesbee, Studio Production Technician

Letty Pulido, Paraeducator

Javier Perez, Custodian

Elizabeth Rossbacher, Paraeducator

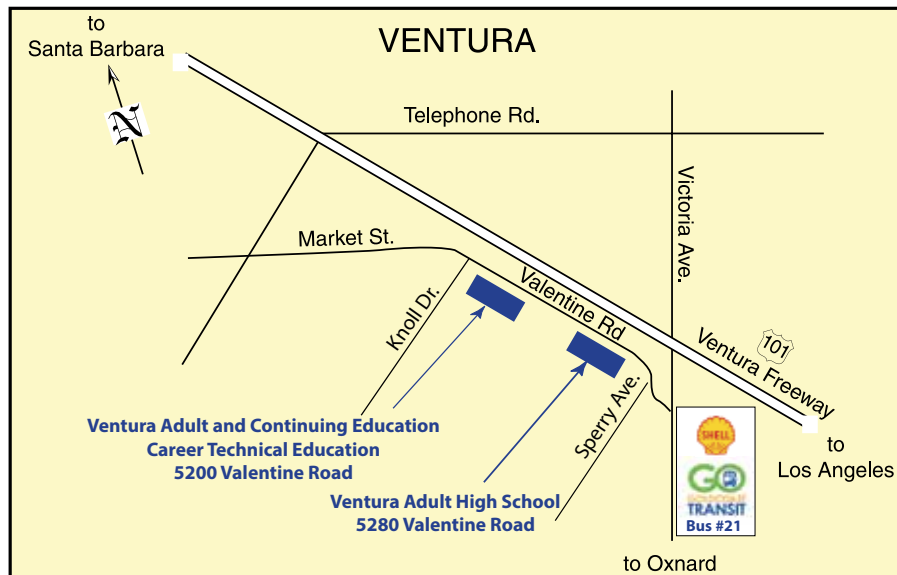
Vicki Stiffler, Vocational Enrollments

Halyna Turchyn, Assessment Technician



## Locations

### Where to Find Us



#### Ventura Adult and Continuing Education Administrative Office

5200 Valentine Road

8 am-7 pm, M-Th

8 am-5 pm F

**805-289-1744**

FAX: 805-289-7931

#### Career Technical Education

5200 Valentine Road

8 am-7 pm, M-Th

8 am-5 pm F

**Phone: 805-289-1744**

FAX: 805-644-9694

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

5280 Valentine Road

8 am-5 pm, M-F

**Phone: 805-289-1749**

FAX: 805-289-7932

**VACE is a non-smoking campus.**

### Class Locations

America's Job Center of California	2901 N. Ventura Rd, Oxnard	The Arc	295 Arcade Drive
Briggs Elementary School	14438 Telegraph Rd Santa Paula	The Arc	5103 Walker Street
Buena High School	5670 Telegraph Rd Ventura	Todd Road Jail	600 Todd Road, Santa Paula
De Anza (DATA) Middle School	2060 Cameron Street	Training for Independent Living	148 S. Palm Street
Elmhurst Elementary School	5080 Elmhurst St	Ventura Adult Education Center	5200-5280 Valentine Road
EP Foster Elementary School	20 Pleasant Place	Ventura Avenue Adult Center	550 N. Ventura Avenue
Sheridan Way Elementary School	573 Sheridan Way	Ventura High School	2 N. Catalina Street

### Bus Schedules

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

### 2024 - 2025 Holidays and Events

June 19 - July 7, 2024 .....	Summer Recess	January 6 .....	No classes
July 4 .....	Independence Day	January 20 .....	Martin Luther King, Jr. Day
August 2 .....	No classes	February 10 .....	Lincoln's Day
August 12-13 .....	No classes	February 17 .....	Washington's Birthday
August 30 .....	No classes	March 24-28 .....	Spring Recess
September 2 .....	Labor Day	April 18 .....	No School
September 17 .....	Constitution Day	April 21 .....	No School
October 28 - November 1 .....	Fall Recess	May 26 .....	Memorial Day
November 11 .....	Veterans' Day Observed	June 19-30 .....	Juneteenth/Summer Recess
November 27-29 .....	Thanksgiving Holiday		
December 23, 2024 - January 3, 2025 .....	Winter Recess		

# Ventura Adult and Continuing Education Career Technical Education Programs

Classes Available Hybrid, and In Person

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

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

Student support, externships, and placement are included in the program. VACE administration and staff monitor local, state, and federal trends and set instructional program goals to meet new demands. Program design, curricula, recording, and reporting of student learning outcomes are well documented and reviewed regularly by the Ventura Unified School District (VUSD), staff, advisory committees,

employers, vocational rehabilitation groups, and community members. The above-mentioned groups are involved in curriculum development and the selection of training equipment and software utilized in the various programs. Students are required to complete all Program elements and competencies in order to receive a CTE Program Graduation Certificate.

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



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



**In-Person Approved for Veterans**



# Career Technical Education

## Accounting Programs



**T**he Ventura Adult and Continuing Education Accounting programs are designed to prepare students for employment

in entry-level to full-charge bookkeeping positions in the accounting field. Students learn accepted standards of accounting procedures and develop necessary computer software skills using Windows and the Internet, the Microsoft Office Suite, and QuickBooks.

The accounting programs emphasize the importance of active problem solving, producing quality work, communicating effectively, setting goals, and developing job readiness.

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

- Accounting Clerk
- Computerized Financial Accounting

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

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

**"Discipline is the bridge between goals and accomplishments."**  
(Anonymous)

CBEDS Code 4600 Accounting

## Accounting Clerk



**18 weeks (630 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

Computer Database Enhancement

### SOFTWARE:

Microsoft programs including Windows, Word, Excel, and Access; QuickBooks

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



For a complete list of program fees, see page 34



CBEDS Code 4600 Accounting

**Computerized Financial Accounting****26 weeks (910 hours)****ELEMENTS:**

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

**OPTIONAL COURSE ENHANCEMENTS:**

Computer Database Enhancements

**SOFTWARE:**

Microsoft programs including Windows, Word, Excel, and Access; Sage 50 Accounting; QuickBooks

**EMPLOYMENT OPPORTUNITIES:**

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

The Accounting program Instructor and her knowledgeable assistance was a worthwhile experience. The mock interview process with the Job Placement Counselor was extremely helpful and informative.

*Alex B.  
Accounting Student, 2023*

**COURSE INFORMATION:**

The Computerized Financial Accounting program prepares students for today's extremely competitive job market by providing each student with a well-rounded accounting skill set. This course includes the skills learned in the Accounting Clerk program, and adds more advanced functions and responsibilities to the basic skills.

Students gain the knowledge needed to become full-charge bookkeepers, including preparing and analyzing financial statements. Students achieve these skills by completing three college-level financial accounting courses, one managerial accounting basics course, a payroll accounting course, and then applying this knowledge through numerous projects using both Sage 50 Accounting software and QuickBooks, and by completing a payroll simulation which includes quarterly and annual federal and state returns.

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



For a complete list of program fees, see page 34

# Career Technical Education Business Programs



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

support position.

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

Students will develop business communications skills, comfortably maneuver around the Windows operating system, learn to use OneDrive, and improve their keyboarding

skills. In these programs, students will also become familiar with the preparation of various types of correspondence, the creation of travel arrangements, and improvement of their grammar and business writing.

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

**"It is never too late to be what you might have been."**

George Eliot

CBEDS Code 4622 Business Support and Services

## Administrative Assistant



**18 weeks (630 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

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

### SOFTWARE:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

VACE gave me the education I needed and so much more. After losing my job, I enrolled in the Administrative Assistant program to increase my skill set to enter a new career.

I started with the financial aid department and was eligible for the majority of my training to be covered. After enrolling, I learned all of the Microsoft programs, some accounting skills, made new friends, got assistance updating my resume, got help learning interview skills, and found several new jobs. I regained the confidence needed to enter into new positions in the work world.

The instructors are so kind and helpful, and the students form a warm community. I would highly recommend this program to anyone interested in starting a new career or reentering the workforce.

*Robyn N.  
Administrative Assistant Graduate*



For a complete list of program fees, see page 34



CBEDS Code 4637 Business Management

## Business Administration



**28 weeks (980 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

- Computer Accounting Sage 50
- Payroll Accounting/Simulation

### SOFTWARE:

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

### EMPLOYMENT OPPORTUNITIES:

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



### COURSE INFORMATION:

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

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

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

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

VACE had a big impact on building my career today. They provided valuable training, which prepared me for interviewing in the real world. The classes I took were very helpful in building my knowledge in business. I would recommend VACE to anyone who wants to pursue a new career.

*Sarah Y.  
Business Admin Graduate, 2021*

For a complete list of program fees, see page 34



CBEDS Code 4637 Business Management

## Business Administration and Management



**35 weeks (1225 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

- Accounting 3
- Managerial Accounting

### SOFTWARE:

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

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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



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

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

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

I love the self-paced style of learning. It's so practical and gives me a lot of freedom to move slower when I need to and faster when I can. I'm not stressing over strict deadlines, feeling held back or left behind. The staff is also really great and it feels like a close-knit environment. Since I have started attending, my self-confidence has risen and I'm hopeful for my career change.

*Valerie T.  
Business Admin and Management Student, 2024*

For a complete list of program fees, see page 34

## Career Technical Education Computer-Aided Design Programs



In the innovative, cutting-edge, world of design, everything from toys and gaming consoles, tablets and smartphones, homes and skyscrapers to satellites and wind turbines must first be visualized and designed using Computer-Aided Design (CAD) software.

By using CAD, architects, engineers, manufacturers and drafters can imagine, invent, and revise the 3D designs and detailed drawings that they use to give physical form to their ideas. This field often appeals to individuals with previous construction or manufacturing experience who prefer designing projects over physically building them.

The class is structured around hands-on exercises and projects with step-by-step tutorials, with the

instructors providing individual assistance. Along with the ability to collaborate and swap ideas with fellow students in an interactive work-like team atmosphere, students benefit from faster, more comprehensive learning.

The class also provides a platform for experienced students to prepare for internationally recognized certification exams with practice questions and exams based on the software manufacturer's testing objectives.

**"Opportunities are usually disguised as hard work, so most people don't recognize them."**

Ann Landers

CBEDS Code 5705 Computer-Aided Drafting Design

## 3D Modeling and Design Drafter



**36 weeks (1260 hours)**

### ELEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

CAD Drafter  
3D Designer  
3D Design Drafter/Technician  
3D Machine Designer  
3D Product / Modeling Designer  
Mechanical Designer/Drafter  
Senior CAD Designer  
Technical Designer  
CAD Modeler

### COURSE INFORMATION:

This comprehensive course builds on the Computer-Aided Design Drafter program and adds 3D solid-modeling using the industry-leading parametric CAD software program, SolidWorks. Students with little or no previous CAD or computer experience can gain the tools and training they need to stand out from the crowd and enter today's competitive job market.

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

*I wanted to take a moment to express my gratitude for the invaluable education I received at VACE. The hands-on training I received not only gave me confidence but also equipped me with the skills needed to excel. Thanks to the dedicated instructors and comprehensive curriculum, I was able to secure stable and rewarding employment soon after graduation. The knowledge I gained has opened doors to many opportunities, and I couldn't be more grateful for the solid foundation VACE provided.*

*Salbador Q.  
3D Modeling and Design Drafter Student, 2024*



For a complete list of program fees, see page 34

CBEDS Code 5705 Computer-Aided Drafting Design

## Computer-Aided Design Drafter



**30 weeks (1050 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

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

### EMPLOYMENT OPPORTUNITIES:

CAD Drafter  
CAD Operator  
CAD Designer  
CAD Technician

### COURSE INFORMATION:

Designed for students with little or no previous CAD or computer experience, the Computer-Aided Design Drafter course prepares students for entry-level employment as CAD Drafters and Technicians. The course covers 2D geometric construction and advanced 3D solid modeling using AutoCAD. AutoCAD is used across a wide range of industries and is the gateway software that other specialized CAD programs use for advanced manufacturing, architectural design, animation and game design.

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

Graduating students may study for the Autodesk Certified User (ACU) exam for AutoCAD.



*The greatest education of my life I received at VACE. VACE for me was a second chance, my teachers Scott and Josh wanted me to succeed. In the AutoCAD classroom my instruction felt personal, the work was satisfying. Graduating proved to me that anything is possible, and that I will achieve my potential. I will get a career that is fulfilling and grants me financial stability.*

*David M.  
Computer-Aided Design Student, 2024*

For a complete list of program fees, see page 34.



## Career Technical Education Computer Systems Technology Programs



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

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

Students gain the confidence needed to perform successfully in the workplace due to the amount

of time they work with computers and solve problems in class.

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

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

**"New knowledge is the most valuable commodity on earth. The more truth we have to work with, the richer we become."**

Kurt Vonnegut

# Career Technical Education Computer Systems Technology Programs

CBEDS Code 4633 Computer Repair and Support

## Computer Support Technician



**22 Weeks (770 hours)**

### ELEMENTS:

- Command Line Interface (CLI)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- A+ Exam Preparation 1
- A+ Exam Preparation 2

### OPTIONAL COURSE ENHANCEMENTS:

CompTIA Network+ Exam Preparation

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

I appreciated the structure and resources provided to study and take the CompTIA exams. Anyone can take these through self-study and I was tempted to do that and save about \$8k. However, the ability to be around others pursuing the same thing, while making contacts and receiving career placement/help/advice, was worth the investment to me. I think the Job Placement Workshops and the relationships established are invaluable. The BEST part is that I literally achieved a set of highly desirable industry certifications in under a year and can look forward to a new start.

*Dustin C.*

*Network Security Technician Student, 2023*



For a complete list of program fees, see page 34

# Career Technical Education Computer Systems Technology Programs

CBEDS Code 4646 Network Security

## Network Security Technician



**38 Weeks (1330 hours)**

### ELEMENTS:

- Command Line Interface (CLI)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- Network Fundamentals 4
- Network Fundamentals 5
- A+ Exam Preparation 1
- A+ Exam Preparation 2
- Network+ Exam Preparation
- Security+ Exam Preparation

### OPTIONAL COURSE ENHANCEMENTS:

Microsoft MCTS Exam Preparation

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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



For a complete list of program fees, see page 34



# Career Technical Education Computer Systems Technology Programs

CBEDS Code 4604 Network Engineering

## Network Systems Technician



**32 Weeks (1120 hours)**

### ELEMENTS:

- Command Line Interface (CLI)
- Windows Fundamentals
- Computer Repair 1
- Computer Repair 2
- Network Fundamentals 1
- Network Fundamentals 2
- Network Fundamentals 3
- Network Fundamentals 4
- Network Fundamentals 5
- A+ Exam Preparation 1
- A+ Exam Preparation 2
- Network+ Exam Preparation

### OPTIONAL COURSE ENHANCEMENTS:

CompTIA Security+ Preparation

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

Students prepare for the CompTIA A+ and Network+ Exams. The CompTIA A+ exam certifies expertise in computer hardware and operating systems while the CompTIA Network+ exam certifies strong knowledge of computer networks. Both certifications are internationally accepted and provide a competitive edge in today's job market.



For a complete list of program fees, see page 34



## Career Technical Education Digital Multimedia Technician Programs



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

These programs feature the Apple computer platform and Adobe Creative Cloud applications including Photoshop, Illustrator, and After Effects, as well as Premiere Pro software. The course of study prepares students for entry-level employment in the graphics, motion graphics, video editing, and post-production fields.

Studio Production Technician students function as directors, producers, and camera operators on the various shows produced for local cable television. This prepares students for entry-level jobs in the TV studio production field, such as production assistants, camera operators, and audio engineers.

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

**"All of the characters at Marvel were my ideas, but the ideas meant nothing unless I had somebody who could illustrate it."**

Stan Lee

CBEDS Code 5730 Multimedia Production

**Digital Multimedia Technician****28 Weeks (980 hours)****ELEMENTS:**

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

**ENHANCEMENTS:**

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

**EMPLOYMENT OPPORTUNITIES:**

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

**COURSE INFORMATION:**

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

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

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



The best part of my experience at VACE was coming to a great school and fortunately I was able to have Rich as my teacher to help me become more knowledgeable about the Adobe software.

*Jacob M.  
 Digital Multimedia Student, 2024*

For a complete list of program fees, see page 34

CBEDS Code 5745 Television Production

## Studio Production Technician



**38 weeks (1330 hours)**

### ELEMENTS:

- Apple Computer Fundamentals
- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Adobe Premiere Pro
- Adobe Audition
- Zettl's Video Basics
- Video Camera, Audio and Lighting
- Advanced Editing Skills
- Live TV Studio Production
- Post-Production Skills
- Portfolio Development

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:

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

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

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

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



For a complete list of program fees, see page 34

## Career Technical Education Medical Programs



**V**ACE offers three medical assistant programs and a pharmacy technician program that prepare students for entry-level employment in the ever-expanding medical

field. Students learn theory, law, and practical skills via hands-on, one-on-one and small group direct instruction, textbooks, and computer- and video-based training. Instructors maintain regular contact with local employers to make sure that graduates are proficient with the tools and software programs that are currently being used in the field.

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

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

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

**"Believe you can, and you're halfway there."**

*Theodore Roosevelt*

**"No hay medicina que cure lo que no cura la felicidad"**

*Gabriel Garcia Márquez*

**"No medicine cures what happiness cannot"**

*Gabriel Garcia Márquez*



CBEDS Code 4275 Medical Office

**Back Office Medical Assistant****20 weeks (700 hours)****ELEMENTS:**

- Anatomy and Physiology
- Computer and Internet Fundamentals
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

**OPTIONAL COURSE ENHANCEMENTS:**

Medical Billing Fundamentals

**SOFTWARE:**

Body ANAMT3D & EHR Clinic, Microsoft Windows, Microsoft Word, South-Western Keyboarding Pro Multimedia, Practice Medical Office

**EMPLOYMENT OPPORTUNITIES:**

Back Office Medical Assistant  
Chiropractic Assistant  
Optometric Assistant  
Veterinary Assistant

**COURSE INFORMATION:**

This course is designed to introduce students to the healthcare field and the duties, attributes, and responsibilities of the medical assistant. Students will gain an understanding of healthcare practice, medical law and ethics, infection control, and administrative and clinical duties.

Our training program prepares students to work in the role of medical assistants and serve as a patient navigator to help patients find their way through the sometimes-complex healthcare system, helping them obtain the diagnosis and treatment they need.

Clinical duties learned include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Our curriculum includes links between the textbook and the key study resources and digital study resources with Body ANAMT3D and EHR Clinic electronic health record exercises and videos to compliment and reinforce the hands-on demonstration and practice of clinical skills. Case studies and simulation activities give students detailed scenarios to link their technical clinical skills with their soft skills to ensure their success when they reach the workplace.

The Anatomy and Physiology Revealed (APR) Connect Assignment allows instructors to build customized assignments in APR that use content from anatomy dissections, rotatable 3D models, anatomical models, histological images, radiological images, animations, and quizzes.

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

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

For a complete list of program fees, see page 34

## CBEDS Code 4274 Medical Insurance Billing and Coding Front Office Medical Assistant



**22 weeks (770 hours)**

### ELEMENTS:

- Business English
- Pharmacology 1
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- Health Care Communications Skills
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Coding
- Medical Insurance Billing
- Medical Assistant Theory/Law and Ethics
- Medical Records Management
- Medical Terminology
- Word Processing for Medical

### OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

### SOFTWARE:

Microsoft programs including Windows, Word, Excel, Medisoft, Practice Medical Office

### EMPLOYMENT OPPORTUNITIES:

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

### COURSE INFORMATION:



The Front Office Medical Assistant program offers comprehensive training in a range of essential skills. Students learn the intricacies of appointment scheduling, ensuring that patients are seen in a timely

manner and the office runs smoothly. They are trained in medical coding and billing, which involves accurately translating patient diagnoses and treatments into codes for insurance purposes and managing financial transactions. Additionally, students gain expertise in insurance processing, understanding various insurance plans, and handling claims effectively.

A crucial component of the program is education on patient privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), which ensures that sensitive patient information is protected. Students also receive hands-on training in EHR and EMR simulations with virtual labs and case studies pertaining to current protocols.

Effective communication is another cornerstone of the training. Students develop strong interpersonal skills necessary for interacting with patients, addressing their concerns, and providing exceptional customer service. They also enhance their technical proficiency in typing and word processing, which are essential for managing documentation and correspondence efficiently.

Overall, the program is designed to ensure that graduates are not only proficient in the technical aspects of their role but also equipped with the interpersonal skills needed to contribute positively to the patient experience and support the healthcare team effectively.



For a complete list of program fees, see page 34

CBEDS Code 4275 Medical Office

## Front/Back Office Medical Assistant



**32 weeks (1120 hours)**

### ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- HIPAA/Electronic Medical Records Lab
- Health Care Communications Skills
- Keyboarding Basics
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

### OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

### SOFTWARE:

Body ANAMT3D & EHR Clinic, Microsoft Windows, Microsoft Word, South-Western Keyboarding Pro Multimedia, Practice Medical Office

### EMPLOYMENT OPPORTUNITIES:

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

*The best part of my experience at VACE is that they accept financial aid. They help students build a resume, prepare for interviews, and they accept WIOA. The teachers are always willing to help.*

*Erica H.  
Front/Back Office Medical Student 2024*

### COURSE INFORMATION:



This course is designed to introduce students to the healthcare field and the duties, attributes, and responsibilities of the medical assistant. Students will gain an understanding of healthcare practice, medical law and ethics, infection control, and administrative and clinical duties.

Our training program prepares students to work in the role of medical assistants and serve as a

patient navigator to help patients find their way through the sometimes-complex healthcare system, helping them obtain the diagnosis and treatment they need.

Examples of administrative duties learned include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Examples of clinical duties learned include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Our curriculum includes links between the textbook and the key study resources and digital study resources with Body ANAMT3D and EHR Clinic electronic health record exercises and videos to complement and reinforce the hands-on demonstration and practice of clinical skills. Case studies and simulation activities give students detailed scenarios to link their technical clinical skills with their soft skills to ensure their success when they reach the workplace.

The Anatomy and Physiology Revealed (APR) Connect Assignment allows instructors to build customized assignments in APR that use content from anatomy dissections, rotatable 3D models, anatomical models, histological images, radiological images, animations, and quizzes.

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

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

For a complete list of program fees, see page 34

CBEDS Code 4260 Introduction to Pharmacy

## Pharmacy Technician



**21 weeks (735 hours)**

### ELEMENTS:

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

### OPTIONAL COURSE ENHANCEMENTS:

- Electronic Calculator
- Computer and Internet Fundamentals

### SOFTWARE:

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

The Instructors, program, and atmosphere are awesome!

M.B.

Pharmacy Technician Student, 2024



### COURSE INFORMATION:



This program prepares students to assist pharmacists with preparing and dispensing medication in a retail or hospital setting. The curriculum meets the requirements for licensure with the State of California Board

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

*Notes: To work as a Pharmacy Technician, students must obtain a state license prior to seeking employment in the field. The state legal requirements for eligibility to register as a Pharmacy Technician include a high school diploma or GED®. As part of the process, Live Scan fingerprints are submitted to government agencies in order to pass background checks. Fees for photos, Live Scan fingerprints, Self-Query Reports and notary services are not included with the fees for the training programs.*

*The California State Board of Pharmacy requires students who apply for pharmacy technician licenses to file "Practitioner Self-Query Reports" from the National Practitioner Data Bank (NPDB) and submit Live Scan fingerprints with the applications. At the time of enrollment, VACE requires verification of a "report of no findings" on prospective students' Self Query Response reports.*

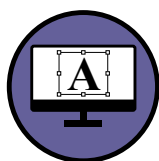
### EMPLOYMENT OPPORTUNITIES:

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

For a complete list of program fees, see page 34



## Career Technical Education Graphics and Computer Applications Programs



The Graphics and Computer Applications programs prepare students for entry-level jobs in graphics, web design, and digital marketing support. These courses are ideal for creative individuals seeking careers that require design skills.

Digital Marketers work with a variety of digital media, including social media, search engines, email, content creation, and online advertising. Their main goal is to connect with target audiences, drive engagement, and achieve business objectives through digital means.

Students learn through guided lessons and showcase their skills in unique projects at the

end of their courses. This helps them build important portfolios for job hunting in graphic design, web design, and digital marketing.

The curriculum includes training in basic Microsoft Office applications (Word, Excel, etc.) and keyboarding skills. Students then advance to the Adobe suite of products (Photoshop, Illustrator, InDesign, etc.), which are essential for their fields of study. Other courses cover HTML, SEO, e-commerce, website management, CSS, social media and online advertising, and Google Analytics for tracking website traffic and effectiveness.

**“There are three responses to a piece of design – yes, no, and WOW! Wow is the one to aim for.”**

*Milton Glaser*

CBEDS Code 5757 Desktop Publishing

**Visual Communications and Digital Marketing****34 weeks (1190 hours)****ELEMENTS:**

- Business English
- Computer and Internet Fundamentals
- Word Processing 1
- Computer Spreadsheet/Graphics Fundamentals
- Presentation Graphics Fundamentals
- Elements of Design for Web and Print
- Office Graphics 1
- Desktop Publishing 2
- Desktop Publishing 1
- HTML/XHTML/CSS
- E-Commerce Fundamentals and SEO Basics
- Web Page Design 1
- Digital Marketing
- Content Management Systems
- Data Analytics
- Print Production Concepts/Print Portfolio
- Web Project Applications

**OPTIONAL COURSE ENHANCEMENTS:**

- Word Processing 2

**SOFTWARE:**

Microsoft programs including Windows, Word, Excel, PowerPoint; Adobe programs Illustrator, InDesign, Photoshop, Dreamweaver; WordPress, Shopify, HubSpot CRM

**EMPLOYMENT OPPORTUNITIES:**

Graphic Designer  
 Graphic Artist  
 Desktop Publisher  
 Graphic Designer/Production  
 Web Designer  
 Digital Marketer  
 Social Media Specialist  
 Content Strategist  
 Digital Content Specialist  
 E-mail Marketer

**COURSE INFORMATION:**

This Program is for students interested in a career in graphics and digital marketing. It offers foundational computer skills for illustration, enhancing photos, creating publications and designing social media ads and web pages.

All students will learn to use Microsoft Word, Excel, and PowerPoint, which are essential tools for most jobs. Students will then move on to the Adobe suite of products, where they will learn to:

- Create vector graphics with Illustrator
- Create brochures, ads, catalogs, and other professional materials with InDesign
- Enhance and correct photos, design artistic graphics with Photoshop

They will also learn to create and edit web pages using WordPress, Shopify, HTML/CSS coding, and Dreamweaver. Additionally, the program covers digital marketing topics such as social media, pay-per-click ads, display ads, email and content marketing, Google Analytics for website tracking and reporting, and the basics of search engine optimization (SEO).



For a complete list of program fees, see page 34

CBEDS Code 5757 Desktop Publishing

## Digital Communications



**18 weeks (630 hours)**

### ELEMENTS:

- Business English
- Computer and Internet Fundamentals
- Word Processing 1
- Computer Spreadsheet/Graphics Fundamentals
- Presentation Graphics Fundamentals
- Elements of Design for Web and Print
- Desktop Publishing 2
- E-Commerce Fundamentals and SEO Basics
- Digital Marketing
- Content Management Systems
- Data Analytics

### OPTIONAL COURSE ENHANCEMENTS:

Word Processing 2  
Desktop Publishing 1  
Office Graphics 1  
Web Page Design 1

### SOFTWARE:

Microsoft programs including Windows, Word, Excel, PowerPoint; Adobe Photoshop; WordPress, Shopify, HubSpot CRM

### EMPLOYMENT OPPORTUNITIES:

Desktop Publisher  
Website Administrator  
Digital Marketer  
Social Media Specialist  
Digital Content Specialist  
Content Strategist  
E-mail Marketer

### COURSE INFORMATION:

For students interested in a career in graphics and digital marketing, this program provides essential training in computer skills for print design, creating presentations, designing social media ads, and managing web pages.

All students will learn to use Microsoft Word, Excel, and PowerPoint, which are fundamental tools for most jobs. Employers expect applicants to be proficient with these programs to create documents.

Next, students will learn Photoshop to enhance and correct photos, design graphics, and save them for print or web use. They will also learn to create and edit web pages using the popular web builders: WordPress and Shopify.

Additionally, the program covers digital marketing topics, including social media, pay-per-click ads, display ads, email and content marketing, Google Analytics for website tracking and reporting, and the basics of search engine optimization (SEO).

VACE is a great place to update current skills with welcoming and knowledgeable staff!

*Monique G.  
Digital Communications Student, 2024*



For a complete list of program fees, see page 34

## Career Technical Education Program Fees

- Financial Aid available to those who qualify (see page 61)
- Zero-percent interest payment plans and scholarships also available
- Eligible Training Provider for EDD, WIOA, CalWORKs, Department of Rehabilitation, and Vocational Rehabilitation
- Most CTE Programs are Approved for Veterans
- Fees Include Job Search Assistance

	<b>Weeks</b>	<b>Hours</b>	<b>Cost</b>	<b>Books*</b>	<b>Other Test Fees Registration</b>	<b>Total</b>
<b>ACCOUNTING PROGRAMS</b>						
Accounting Clerk	18	630	\$3,960	\$1,202.23	\$10.00	\$ 5,172.23
Computerized Financial Accounting	26	910	\$5,720	\$1,584.20	\$10.00	\$7,314.20
<b>BUSINESS PROGRAMS</b>						
Administrative Assistant	18	630	\$3,960	\$877.04	\$10.00	\$4,847.04
Business Administration	28	980	\$6,160	\$1,628.86	\$10.00	\$7,798.86
Business Administration and Management	35	1225	\$7,700	\$1,899.13	\$10.00	\$9,609.13
<b>COMPUTER-AIDED DRAFTING AND DESIGN PROGRAMS</b>						
3D Modeling and Design Drafter	36	1260	\$7,920	\$526.50	\$393.24	\$8,839.74
Computer-Aided Design Drafter	30	1050	\$6,600	\$385.50	\$294.24	\$7,279.74
<b>VISUAL COMMUNICATIONS AND DIGITAL MARKETING PROGRAMS</b>						
Visual Communications and Digital Marketing	34	1190	\$7,480	\$998.92	\$10.00	\$8,488.92
Digital Communications	18	630	\$3,960	\$634.76	\$10.00	\$4,604.76
<b>COMPUTER SYSTEMS TECHNOLOGY PROGRAMS</b>						
Computer Support Technician	22	770	\$4,840	\$182.46	\$415.00	\$5,437.46
Network Security Technician	38	1330	\$8,360	\$277.44	\$994.00	\$9,631.44
Network Systems Technician	32	1120	\$7,040	\$227.45	\$593.00	\$7,860.45
<b>DIGITAL MULTIMEDIA TECHNICIAN PROGRAMS</b>						
Digital Multimedia Technician	28	980	\$6,160	\$351.97	\$10.00	\$6,521.97
Studio Production Technician	38	1330	\$8,360	\$351.97	\$10.00	\$8,721.97
<b>MEDICAL PROGRAMS</b>						
Back Office Medical Assistant	20	700	\$4,400	\$695.64	\$238.86	\$5,334.50
Front/Back Office Medical Assistant	32	1120	\$7,040	\$1,244.30	\$238.86	\$8,523.16
Front Office Medical Assistant	22	770	\$4,840	\$1,217.80	\$161.00	\$6,218.80
Pharmacy Technician	21	735	\$4,620	\$365.44	\$399.00	\$5,384.44
<b>FOOD SERVICE AND HOSPITALITY PROGRAMS</b>						
Food Service and Hospitality		167	\$0	\$0	\$0	\$0
<i>Note: The Food Service and Hospitality programs are currently only offered to inmates residing at the Todd Road Jail in Santa Paula. Funding for this program is provided by the Ventura County Adult Education Consortium through an Adult Education Block Grant so there is no charge to students.</i>						

### Important Information

The total number of weeks of instruction is based upon full-time enrollment of seven hours per day, Monday through Friday, plus one hour per day of program enrichment. Prices include lab materials and books. Course content and/or program length may be customized to meet the needs of individual students. Training may be purchased at a charge of \$220.00 per week. Course content and/or length may be customized to meet the needs of individual students.

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





## Federal Pell Grants - Student Loans - Parent PLUS Loans

What is federal student aid? It's financial help for eligible students to pay for education expenses at an eligible postsecondary school. Fill out the Free Application for Federal Student Aid (FAFSA).

For information contact:

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

## Student Eligibility Requirements:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Maintain satisfactory academic progress and attendance in postsecondary school
- Show you're qualified to obtain a postsecondary education by having a high school diploma or a high school equivalency certificate, or by completing a high school education in a homeschool setting approved under state law.

## Which Programs Are Eligible for Financial Aid?

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



## Federal Pell Grant

Pell Grants are the foundation of federal student financial aid that is generally awarded only to undergraduate students—those who haven't earned a bachelor's or graduate degree. Amounts change yearly. The maximum award amount for 2024-2025 is \$7,395, based on a 26-week program that covers 900 clock hours of instruction. Please see the Financial Aid Technician for details. Pell Grant funding is available for any program of more than 18 weeks and/or 600 clock hours.

## Federal Direct Subsidized Stafford Loans

Financial need must be demonstrated to receive a subsidized loan. The U.S. Department of Education is the lender and will pay (subsidize) the interest on the loan while students are in school at least half-time. Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 6.53%. The maximum subsidized loan amount for dependent and independent undergraduate students is \$3,500 for a 26-week program that covers 900 clock hours of

instruction. Payments start six months after students leave school or complete schooling.

## Federal Direct Unsubsidized Stafford Loans

Financial need is not a requirement to obtain an unsubsidized loan. The U.S. Department of Education is the lender and students have the option of paying the interest while attending school or allowing the interest to accrue. Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 6.53% and begins to accumulate at the time the first disbursement is released. A dependent undergraduate student qualifies for a maximum \$5,500 (no more than \$3,500 of this amount may be in subsidized loans). Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans) qualify for a maximum \$9,500 (no more the \$3,500 of this amount may be in subsidized loans). This maximum amount is for a 26-week program that covers 900 clock hours of instruction. Payments start six months after students leave school or complete training.

## Federal Direct PLUS Loan

Financial need is not a requirement for PLUS loans. PLUS loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate students. The U.S. Department of Education is the lender and the loan is unsubsidized (i.e. the parent is responsible for paying all interest).

Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 8.05% and begins to accumulate at the time the first disbursement is released. The maximum amount for a PLUS loan is the cost of attendance (determined by the school) minus any other financial aid received. Those qualifying must not have adverse credit history. If a parent is denied a PLUS loan, the student may apply for a Federal Direct Unsubsidized Stafford Loan.

**Payments start after the final disbursement of funds.**

## How Do I Apply for Financial Aid?

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

- Apply online for 2024/2025 at FAFSA on the Web at **[www.studentaid.gov](http://www.studentaid.gov)**.
- You must set up a username and password that lets you apply and "sign" your online application. In addition, the "parent for a dependent student" will need to apply for a username and password as well so they can "sign". You will also need to grant permission for the IRS to transfer your taxes into the FAFSA.
- For the 2024-2025 Award Year, the FAFSA will use 2022 income as well as the "parent's 2022 income for a dependent student".
- **ADD the Ventura Adult and Continuing Education school code 030847 to the FAFSA application.**
- After filling out all of the information, you must agree and use your username and password as a signature before submission. Also, if you are a dependent student, a parent must agree and use their username and password as a signature before submission.
- Make an appointment with an Admissions counselor to determine your program choice. He or she will give you a checklist of items to verify for financial aid.
- After completing the FAFSA and collecting your High School Diploma, official transcripts

## FAFSA® Form

Free Application for Federal Student Aid

July 1, 2024 – June 30, 2025

## Federal Student Aid

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

Use this form to apply free for federal and state student grants, work-study, and loans. Or apply free online at [fafsa.gov](http://fafsa.gov).

### Apply by the Deadlines

For federal aid, submit your application as early as possible, but no earlier than December 2023. We must receive your application no later than June 30, 2025. Your college must have your correct, complete information by your last day of enrollment in the 2024–25 school year.

For state or college aid, the deadline may be as early as December 2023, and you may need to complete additional forms. Check with your high school counselor or a financial aid administrator at your college. See the state deadlines on page 2. If you are applying close to a deadline, we recommend you submit your FAFSA form online at [fafsa.gov](http://fafsa.gov). It's the fastest and easiest way to apply for aid.

### Fill Out the FAFSA® Form

The FAFSA form has five sections: Student, Student Spouse, Parent, Parent Spouse or Partner, and Preparer. To determine who needs to provide their information, consult "Who must provide information on the FAFSA form?", on page 3.

You may fill the answer fields electronically and then print the form, or print the form first and complete it by hand. If you complete the form by hand, use dark ink and write clearly, as shown below. A computer will process this form; therefore:

- Fill in both circle and square answer fields completely:
 

Correct

Incorrect
- For circle answer fields, choose only one response; for square answer fields, choose all that apply:
 

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- Print in BLOCK CAPITAL letters and skip a box between words:
 

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or equivalent, your driver's license and social security card, make a financial aid appointment with the Financial Aid Technician, **805-289-1744 ext. 1102.**

## Student Loan Information and Assistance

VACE is partnering with **IonTuition** to assist students with the management of their student loans. The IonTuition portal helps borrowers manage the repayment of federal and private student loans through a single, user-friendly platform. IonTuition users receive guidance from self-service planning tools and live counselors to find repayment plans that work for them, including income-driven options. IonTuition monitors your repayment and will notify you of any critical changes, so you can relax and know that you're on the best possible path to eliminating your student loan debt. IonTuition is a third-party servicer under the requirements defined by the U.S. Department of Education.

**<https://portal.iontuition.com/preregister>**

## Financial Literacy

VACE provides training on Financial Literacy for students.

## Scholarships

Scholarships are available on a limited basis.

## Tuition Assistance

Payment plans are available at 0% interest.

## Adult Secondary Education: High School Diploma, High School Equivalency, and Adult Basic Education Programs



### High School Diploma and High School Equivalency Programs



At Ventura Adult and Continuing Education, we are proud to offer programs accredited by the Western Association of Schools and Colleges (WASC). Whether you're looking to complete your high school education through a Diploma or an equivalency program, we provide comprehensive and flexible options tailored to meet your needs.

#### Key Features of Our Programs:

- **Cost:** There is no charge for participating in our High School Diploma and high school equivalency classes, making education accessible to everyone.
- **Flexible Enrollment:** Students are welcome to enroll at any point during the school year, allowing you to start your education journey at a time that suits you best.
- **Scheduling Options:** We understand our students have diverse needs and schedules. To accommodate this, we offer both day and evening classes.
- **Accessibility of Materials:** All our curriculum materials are available online, ensuring you can study from anywhere at any time.
- **Program Formats:** Choose the learning format that works best for you. We offer both in-person and hybrid (combination of online and in-person) programs.
- **Qualified Instructors:** Learn from the best. Our programs are taught by fully credentialed instructors, experienced and passionate about adult education.
- **Graduation:** Celebrate your achievement! Graduates are invited to participate in a formal graduation ceremony held in June, marking the completion of your post-secondary educational journey.

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

### High School Program Diploma

Our High School Diploma program at Ventura Adult and Continuing Education is designed to provide a focused and manageable approach to achieving your educational goals. Here's how our program supports your success:

- **Structured Learning:**

**One Class at a Time:** To ensure deep understanding and better management of workload, students tackle one course at a time. This focused approach allows for a thorough comprehension of each subject before moving on to the next.

- **Graduation Requirements:**

**Clear Path to Completion:** Our program outlines specific graduation requirements that students must meet to earn their high school diploma. These requirements are detailed in each course description, providing a clear roadmap to graduation. Ventura Adult and Continuing Education graduations requirements are outlined in the chart below.

Requirements for VACE High School Diploma	
High School Subject Area	Credits
English/Language Arts	40
Mathematics	30
Science Life and Physical Science	20
History-Social Science <ul style="list-style-type: none"><li>• United States History and Geography</li><li>• World History, Culture, and Geography</li><li>• American Government/Civics (one semester)</li><li>• Economics (one semester)</li></ul>	30
Arts / CTE Four Courses	20
College and Career Seminar	5
Health	5
Non-departmental/Electives	60
TOTAL CREDITS	210

### High School Equivalency Exam Preparation

Ventura Adult and Continuing Education offers comprehensive preparation courses for individuals seeking a recognized alternative to a traditional high school diploma through High School Equivalency (HSE) testing. Our program is designed to prepare you thoroughly for either of the two principal HSE tests: the High School Equivalency Test (HiSET®) and the General Educational Development (GED®) test.

#### Program Highlights:

- **English or Spanish:** Study for and take the HiSET® or the GED® in either English or Spanish.
- **Flexible Exam Options:** Whether you choose the HiSET® or the GED®, our instructors are here to help you determine which exam best aligns with your educational and professional goals.
- **Expert Guidance:** Our experienced, credentialed HSE teachers provide personalized instruction that combines the best of web-based and traditional teaching methodologies. This tailored approach ensures that we meet the diverse needs and learning styles of each student.
- **Authorized Testing Site:** Ventura Adult and Continuing Education is an authorized HiSET® testing center, offering you the convenience of preparing for and taking your test in a familiar and supportive environment.
- **Exam Registration Support:** When you are ready to take your test, our team will assist you with navigating the exam website to register and manage your testing fees.

### Adult Basic Education

Our Adult Basic Education (ABE) program at Ventura Adult and Continuing Education is tailored to help individuals enhance their foundational academic skills and achieve their educational and professional goals. Whether you are preparing for a career, a professional exam, or planning to pursue higher education, our program provides the support and resources necessary for success.



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

### Program Features:

#### Comprehensive Skill Building:

- Reading and Math Literacy: Improve your understanding and application of essential concepts in reading and mathematics.
- Writing Practice: Develop your writing skills through structured practice and feedback.
- Computer Skills: Gain proficiency in basic computer operations and applications, vital for both academic and professional environments.
- ASVAB Preparation: Get ready for the Armed Services Vocational Aptitude Battery (ASVAB) with targeted prep courses that boost your chances of success.
- Career and Technical Education (CTE) and Academic Support for English Learners: Specialized courses designed to meet the needs of English language learners, focusing on both career preparation and academic improvement.

#### Tailored Assistance:

If you need academic support in areas not specifically listed in our offerings, please contact Ventura Adult and Continuing Education. We are dedicated to accommodating your educational needs and exploring possible resources and courses that can be provided.

### Registering for the High School Diploma, High School Equivalency, or Adult Basic Education Programs

New students may start each week. You must be 18 years or older and not currently enrolled in high school. To schedule an orientation, please bring an official transcript from the last school where you earned credits to VACE's High School Office at 5280 Valentine Road, Ventura, CA, or call 805.289.1749 extension 1230. Office hours are Monday through Friday, 8 am to 5 pm.



Ventura Adult and Continuing Education made it possible for me to achieve my high school diploma. Now that I have my education complete, I have become a train that is unstoppable.

*Zachary O.  
High School Diploma Program Graduate*



### K12 Math Success

This program facilitates math support at home and increases parent involvement for EL learners at risk of retention. Parents attend class twice a week with their children. Lessons have the dual purpose of increasing math competency while providing English Language Development for students and parents, enabling parents to assist with homework.

The program is operated at the request of elementary schools in the Ventura Unified School District.

Instructor \_\_\_\_\_ Location Room \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_

Staff \_\_\_\_\_ Call for schedule and location

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

## Workforce Preparation Classes

### ENCORE Computer and Technology Training for Senior Job Seekers Overview

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

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

**Classes are free!**

**Program includes:**

- Computer and Internet/Email Basics
- Microsoft Office Applications: Word, Excel, PowerPoint, Outlook, Access
- Career Planning and Job-Seeking Skills
- Keyboarding

**Registration is easy!**

- Enroll in-person at VACE's Administrative Office
- Take a Computer Skills Self-Assessment

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

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

**Schedule for In-person ENCORE Classes:**

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

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

### Google Academy

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

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

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

Registration is easy!

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

**Students can start as soon as they enroll!**

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

Instructor	Location	Days	Time
Staff	2901 N. Ventura Rd. Oxnard	W	8:00 am - 5:00 pm

### Hospitality ADVANCE

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

Call 805-289-1744 for the next start date.

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

### Paraeducator Training

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

**Course topics include:**

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

The course is taught on **Saturdays** for four weeks in Ventura. The minimum age is 18 and there is no maximum age. It is free and course materials will be provided.

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

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

Instructor	Location	Room	Days/Time
Staff	VACE	Gallery	Sat 9:00 pm - 2:00 pm

### Workforce Development Academy (Free)

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

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

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

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

#### Registration is easy!

- Enroll in-person at VACE's Administrative Office
- Take a Computer Skills Self-Assessment

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

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

#### Schedule for In-person WDA Classes:

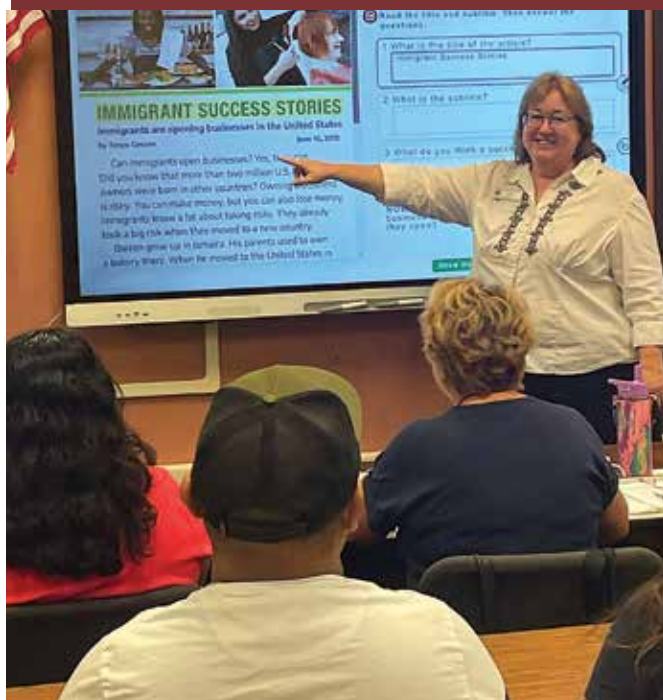
Instructor	Location	Days/Time
Crittenden	5200 Valentine Rd.; Rm 202	M-W-Th 8:30 am - 12:00 pm
Crittenden	5200 Valentine Rd.; Rm 202	M-W-Th 1:00 pm - 5:30 pm
Crittenden	5200 Valentine Rd.; Rm 202	Tues 9:30 am - 12:00 pm
Crittenden	5200 Valentine Rd.; Rm 202	Tues 1:00 pm - 7:30 pm

The Workforce Development Academy is a joint project of VACE and the County of Ventura. It is approved for CalWORKS clients and Veterans.



# English as a Second Language and Citizenship Preparation

*All classes are free*



## In-Person English as a Second Language Classes

We offer multiple levels in the morning and in the evening. After testing, you will be placed in the appropriate class.

Class	Days	Time
Beginner English	MTWTh	9 am - 12 pm
Intermediate English	MTWTh	9 am - 12 pm
Advanced English	MTWTh	9 am - 12 pm
Beginner English	MTWTh	6 pm - 9 pm
Intermediate / Advanced English	MTWTh	6 pm - 9 pm

## Supplemental in-person classes

Conversation – all levels	F	10 am - 12 pm
Reading – Intermediate/ Advanced	T	12:30 pm - 2 pm

## Online (Zoom) Classes

Class	Days	Time
Intermediate	MW	9:00 am - 11:00 am
Intermediate	MW	6:00 pm - 9:00 pm

## U.S. Citizenship Preparation

This class is for U.S. Permanent Residents who are ready to prepare for the U.S. Citizenship interview and exam. Subjects include American History and Government. Students get help filling out the N-400 application and practice for the exam and interview. Students need to speak and understand basic English to attend the class. **The class is free!** All study materials are provided at no charge.

When you are ready to send your citizenship application to the government, you will pay \$710 Online/\$760 mail, to the government. It is not necessary to send your application during the class - it is your decision.

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

Session: Sep - Dec 2024

Instructor	Location	Room	Days	Time
Stouthamer	5280 Valentine Rd.	225	Th	6:00 pm - 9:00 pm

VACE's English classes have helped me improve my grammar, reading, speaking and understanding. VACE has very experienced teachers. I am grateful to attend and learn for a better future.

*Domecio G.  
ESL Student 2023*



## English as a Second Language (ESL)

Learn English with a combination of traditional methods and modern technology! You will practice speaking, listening, reading and writing with

a teacher in class and use the Burlington English program at home. Classes and materials are free.

To enroll, call **805-289-1744 ext. 0** and give your name and phone number. A teacher will call you back and enroll you. New students can enroll and start anytime.

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

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



# Community Enrichment Classes

Some classes are available online

**Fees are listed for each class. An annual \$10 registration fee may also apply. Dates, times, and sessions for classes subject to change.**

## Accounting Classes

### Accounting Fundamentals and QuickBooks

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

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

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

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



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

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

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

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

Sessions: TBD

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

## AutoCAD Classes

### AutoCAD In-Person and Online Classes

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

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

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

Textbook: You will need a copy of the textbook: *AutoCAD 2022 Instructor*, ISBN: 978-1-63057-420-8.

## Community Enrichment Classes

**Summer Session: Jul 16, 2024 to Sep 17, 2024**

**Fall Session: Oct 1, 2024 to Dec 17, 2024**

**Winter Session: Jan 14, 2025 to Mar 18, 2025**

**Spring Session: Apr 8, 2025 to Jun 10, 2025**

Optional in-person labs meet weekly on Tuesdays

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

### Revit Architecture

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

Students have the flexibility to learn at their own pace with a requirement of 30 hours (approximately three hours per week for ten weeks) and may choose to complete all assignments and quizzes online OR to attend in-class sessions. Students will need access to a Windows PC computer, Internet connection



and will need previous Windows experience. VACE will provide students with access to the Canvas Learning Website, which is necessary to download course materials and submit completed assignments. Enrollment in the course includes a FREE, one-year, fully licensed, student version of the Revit software directly from Autodesk, the software manufacturer.

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

**Textbook:** You will need a copy of the Revit textbook, available in print and digital versions: *Revit 2024 for Architecture: No Experience Required*, Print ISBN: 978-1-394-19329-5, eBook ISBN: 978-1-394-19331-8.



Schedule: TBD

Instructor	Location	Room	Days	Time
Collins	5200 Valentine Rd.	204	T	TBD

### SolidWorks

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

Students have the flexibility to learn at their own pace with a requirement of 30 hours (approximately three hours per week for ten weeks) and may choose to complete all assignments and quizzes online OR to attend in-class sessions. Each lesson consists of software-based tutorial exercises and projects based on the SolidWorks software. **No textbook is required for the introductory class.** Intermediate course textbook: *Beginner's Guide to SOLIDWORKS 2022 - Level I*, ISBN: 978-1-63057-465-9. Advanced course textbook: *Beginner's Guide to SOLIDWORKS 2022 - Level II*, ISBN: 978-1-63057-474-1.

Students will need access to a Windows PC computer, Internet connection, and will need previous Windows experience. Sorry, but SolidWorks is not Mac-compatible.

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

## Community Enrichment Classes

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

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

**Summer Session: Jul 16, 2024 to Sep 17, 2024**

**Fall Session: Oct 1, 2024 to Dec 17, 2024**

**Winter Session: Jan 14, 2025 to Mar 18, 2025**

**Spring Session: Apr 8, 2025 to Jun 10, 2025**

In-person labs meet weekly on Tuesdays. Classes will not meet: 10/26/24 or 11/26/24.

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



## Medical Classes

### Medical Terminology

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

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

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

Book: *Medical Terminology for Health Professions*, 9th Ed. by Carol L. Schroeder, Laura Ehrlich ISBN 978-0-35751-369-9, \$192.75 VACE textbook cost. Students may purchase the textbook from an online retailer.

**Sessions: Winter: 1/14/25 to 3/18/2025**

**Spring: 4/8/25 to 6/10/2025**

In-person labs meet weekly on Tuesdays

Instructor	Location	Room	Days	Time
Staff	5200 Valentine Road	206A	T	5:00 - 800 pm





# Todd Road Jail Program for Inmates

## Todd Road Jail Program

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

### Career Technical Education Food Service and Hospitality Program

Students at the Todd Road Jail are offered an opportunity to complete up to 167 hours of the Food Service and Hospitality Program while they are incarcerated.

#### Admission requirements for each student:

- Be a resident inmate of Todd Road Jail; and
- Be referred by Inmate Services; and
- Be at least 18 years of age; and
- Have a strong interest in working in the food service industry; and
- Be able to benefit from training.

#### Program Content and Length:

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

#### Food Handler Certificate

- Length: 12 hours
- Content: ServSafe® Food Handler course and assessment

#### Culinary Foundations Certificate

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

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

#### Prep Cook Certificate

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

#### Line Cook Food Service and Hospitality Certificate

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

#### Adult Basic and Secondary Education

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

- High School Equivalency
- English as a Second Language

#### Workforce Preparation and Life Skills

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

- Anger Management
- Alcohol and Substance Abuse Treatment Basics
- Computer Literacy
- Re-Entry Action Planning and Work Readiness



# Lifelong Learning



FREE to those over age 60 (proof of age and residence may be required).  
Under age 60: FEES **\$2/hour. \$5/hour** drop in rate plus annual **\$10** registration fee.  
Dates, times, and sessions for classes subject to change.

## Music Classes

### Band – Ventura County Concert Band

The VCCB is both a performing musical group and an instructional program. It is designed to provide musicians opportunities to continue utilizing and improving their musical skills through participation in regularly scheduled instruction and rehearsals.

The band performs a wide variety of the finest band literature including marches, Broadway show tunes, familiar classics, swing and novelties. These entertaining programs receive widespread, popular, and enthusiastic community support.

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

## Ventura County Concert Band

### 2024–25 **FREE** CONCERTS

#### **Sundays at 3:00 pm**

**Nov 3, 2024:** Ventura High School Auditorium  
*Veterans Day Concert*

**Jan 26, 2025:** Ventura High School Auditorium  
*Lounge Blizzards, Winter Classics*

**Apr 13, 2025:** Ventura High School Auditorium  
*All This Solid Globe, Earth Day*

**Jun 8, 2025:** Ventura High School Auditorium  
*Into The West, Cowboy and Fun Movie Music*

# Parenting, Family, and Consumer Education

**Session fees plus annual \$10 registration fee. Drop-in fee varies by class plus annual \$10 registration fee.** Dates, times, and sessions for classes subject to change.

## Clothing Construction – Needle Arts and Sewing

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

**Fee:** \$90 per 10-week session

**Winter Session:** 1/9/25-3/13/25

**Spring Session:** 4/3/25-6/5/25

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

## Clothing Construction – Quiltmaking

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

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

**Fee:** \$90 per 10-week session

**Fall Session:** 9/11/24-11/20/24

**Winter Session:** 1/8/25-3/12/25

**Spring Session:** 4/2/25-6/4/25

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

**Fee:** \$120 per 10-week session

**Fall Session:** 9/11/24-11/20/24

**Winter Session:** 1/8/25-3/12/25

**Spring Session:** 4/2/25-6/4/25

## Spanish for Educators, Parents and Community Members

This beginning class is for those who have never taken a Spanish class before or for those who have had Spanish but still feel like a beginner. The emphasis will be on basic vocabulary, present and past tense verbs, numbers, telling time and using interrogatives. Instead of a textbook, the online soap opera, *Destinos*, is used. Lessons will include comprehension and conversation activities.

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

**Fee:** \$40 Session Fee plus \$10 registration fee

**Session Dates:** Sept. 24, 2024 to May 27, 2025

Instructor	Location	Room	Days	Time
Hernandez	5280 Valentine Rd	225	T	4:00 - 5:30 pm



## Parenting, Family, and Consumer Education

### Spanish – Conversational

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

**Fee: \$60** per 10-week session plus \$10 reg fee

**Fall Session: Sep 12, 2024 to Dec 5, 2024**

**Winter Session: Jan 9, 2025 to Mar 13, 2025**

**Spring Session: Apr 3, 2025 to Jun 5, 2025**

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



### Yoga – Healthy Living Through Yoga

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

**Fee: \$90** per 9-week session, **\$100** per 10-week session plus annual reg fee \$10 per class (plus an additional \$10 for any drop-ins)

**Fall Session: Mondays Sep 9, 2024 to Nov 25, 2024 -10 classes**

**Fall Session: Thursdays Sep 12, 2024 to Nov 21, 2024 -10 classes**

**Winter Session: Mondays Jan 13, 2025 to Mar 31, 2025 -8 classes**

**Winter Session: Thursdays Jan 9, 2025 to Mar 13, 2025 -10 classes**

**Spring Session: Mondays Apr 7, 2025 to Jun 2, 2025, -9 classes**

**Spring Session: Thursdays Apr 3, 2025 to Jun 5, 2025, -10 classes**

Instructor	Location	Room	Days	Time
Thurston	5200 Valentine Rd.	104	M	4:00 pm - 5:30 pm
Thurston	5200 Valentine Rd.	104	Th	5:30 pm - 7:00 pm



# Adults with Disabilities

## Life Skills and Functional Academics

### The Arc of Ventura County Program

This program provides life skills training for adults from the mildly to profoundly cognitively and/or physically disabled population to promote a more independent lifestyle. To increase awareness of one's own and others' disabilities. Training targets self-care skills, values, grooming and hygiene, communication, money management, shopping, cooking, socialization, teamwork and basic functional academics..

#### Instructor Location

Wilson	The Arc of Ventura County	Arcade Street
Wilson	The Arc of Ventura County	Walker Street

## Community Access Skills and Functional Academics

### The Arc of Ventura County Program

This program assesses and trains the needs of the mildly to profoundly cognitively and/or physically disabled population to have a better understanding of their community, encouraging leadership opportunities and skills. Computer literacy, reading, writing, computational, socialization, and community resource skills are taught for greater independence within the community and at place of residence. Experiences develop appreciation for multi-cultural and lifestyle diversities.

#### Instructor Location

Wilson	The Arc of Ventura County	Arcade Street
Wilson	The Arc of Ventura County	Walker Street

## Workplace Skills and Functional Academics

This program's goal assesses and trains the needs of the mildly to profoundly cognitively and/or physically disabled population. It's goal is to provide an environment that is organized to prompt, reinforce, and maintain the development of vocational and interpersonal behavior that will allow students to fully utilize their ability to optimize motor and cognitive capabilities. Self-help tools improve communication abilities, and increase understanding of social/interpersonal behavior skills in the work world. Skills are discussed for coping with thoughts, feelings and behaviors appropriate for the work world. Students are exposed to light office skills, the use and application of hand tools, gardening and/or janitorial equipment. Students become knowledgeable of responsibilities for job retention; gain awareness of job seeking skills, using assessment tools to determine their vocational interest and learn the requirements for their area of desired vocation. Students will learn the benefits of teamwork and volunteerism

#### Instructor Location

Wilson	The Arc of Ventura County	Arcade Street
Wilson	The Arc of Ventura County	Walker Street

## Training for Independent Living

### (This class is on Zoom)

Training for Independent Living (TIL) is a residential program designed to train and prepare adults with Intellectual and developmental disabilities to live independently. TIL program participants learn daily living skills: including banking, housekeeping, meal preparation, nutrition, money management, personal care, health management, social skills, shopping, accessing public transportation, and safety.

#### Instructor Location

Wilson	Training for Independent Living
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# Calendars



Ventura Adult and  
Continuing Education

Career Technical Education -215

## July 2024 - June 2025

July 2024 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (19)						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
1-3	Summer Break
4	Independence Day
5	Summer Break

August	
2	No Classes
12-13	No Classes – Inservice
30	No Classes

September	
2	Labor Day
17	Constitution Day

October	
3	Non student contact day
28-31	Fall Break

November	
1	Fall Break
11	Veterans Day
27	No Classes
28	Thanksgiving Day
29	No Classes

December	
23-31	Winter Break

January	
1-3	Winter Break
6	No Classes - Inservice
20	M.L. King Day

February	
10	Lincoln's Birthday
17	Presidents' Day

March	
24-28	Spring Break

April	
18	Board Holiday
21	No Classes

May	
26	Memorial Day

June	
19	Juneteenth Day
20-30	Summer Break

January 2025 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (20)						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (13)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# Calendars



## Ventura Adult and Continuing Education

### July 2024 - June 2025

HSD HSE ABE ESL -- 185

July 2024 (0)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (16)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**July**  
1-26 Proposed Summer Session  
4 Independence Day Closed

**August**  
1-8 No Classes  
9-13 No Classes –Pre/ Inservice

**September**  
2 Labor Day

**October**  
3 Non student contact day  
28-31 Fall Break

**November**  
1 Fall Break  
11 Veterans Day  
27 No Classes  
28-29 Thanksgiving Day

**December**  
23-31 Winter Break

**January**  
1-3 Winter Break  
6 No Classes - Inservice  
20 M.L. King Day

**February**  
10 Lincoln's Birthday  
17 Presidents' Day

**March**  
24-28 Spring Break

**April**  
18 Board Holiday  
21 No Classes

**May**  
26 Memorial Day

**June**  
6 No Classes/Post Service  
9-30 Proposed Summer Session  
19 Juneteenth Day-Closed

VACE

805 289-1749 ext:1230

January 2025 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (21)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (5)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Proposed Summer Sessions

revised 4/27/2024 JE

Pre/Post Service Days – No Students

# Calendars



## Ventura Adult and Continuing Education

## WDA - ENCORE - Google Academy E-Skills - 210 Days

### July 2024 - June 2025

July 2024 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
1-3	Summer Break
4	Independence Day
5	Summer Break

August	
2	No Classes
12-13	No Classes – Inservice
30	No Classes

September	
2	Labor Day

October	
3	<u>Non-student</u> contact day
28-31	Fall Break

November	
1	Fall Break
11	Veterans Day
27	No Classes
28	Thanksgiving Day
29	No Classes

December	
23-31	Winter Break

January	
1-3	Winter Break
6	No Classes - Inservice
20	M.L. King Day

February	
10	Lincoln's Birthday
17	Presidents' Day

March	
24-28	Spring Break

April	
18	Board Holiday
21	No Classes

May	
23	Closed
26	Memorial Day

June	
19	Juneteenth Day
16-30	Summer Break

January 2025 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (20)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (10)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

VACE 805-289-1744

In Service – Student Free Days

School Closed

# Calendars



Ventura Adult and  
Continuing Education

Evening Community Enrichment

## July 2024 - June 2025

July 2024 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (19)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**July**  
1-3 Summer Break  
4 Independence Day  
5 Summer Break

**August**  
2 No Classes  
12-13 No Day Classes – Inservice  
30 No Classes

**September**  
2 Labor Day  
17 Constitution Day

**October**  
3 No Day Classes  
28-31 Fall Break

**November**  
1 Fall Break  
11 Veterans Day  
27 No Classes  
28 Thanksgiving Day  
29 No Classes

**December**  
23-31 Winter Break

**January**  
1-3 Winter Break  
6 No Day Classes - Inservice  
20 M.L. King Day

**February**  
10 Lincoln's Birthday  
17 Presidents' Day

**March**  
24-28 Spring Break

**April**  
18 Board Holiday  
21 No Classes

**May**  
26 Memorial Day

**June**  
19 Juneteenth Day  
20-30 Summer Break

January 2025 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (20)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (13)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

revised 3/26/2024



# Calendars



Ventura Adult and  
Continuing Education

Lifelong Learning and Consumer Education

## July 2024 - June 2025

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
	Summer Break
4	Independence Day

August	
12-13	No Classes - Inservice

September	
2	Labor Day

October	
3	Non student contact day
28-31	Fall Break

November	
1	Fall Break
11	Veteran's Day
26-27	No Classes
28	Thanksgiving Day
29	No Classes

December	
23-31	Winter Break

January	
1-3	Winter Break
6	No Classes - Inservice
20	M.L. King Day

February	
10	Lincoln's Birthday
17	Presidents' Day

March	
24-28	Spring Break

April	
18	Spring Vacation Day

May	
26	Memorial Day

June	
19	Juneteenth Day
10-30	Summer Break

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
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29	30					

## Policies and Procedures

### Uniform Complaint Procedure

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

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

It is the intention of the Ventura Unified School District Governing Board that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. The policy and forms are available at the Ventura Adult and Continuing Education offices.

Additionally, if complaints are not handled at the institutional level, contact the accreditation commission, Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, CA 94010.

Ventura Adult and Continuing Education is also accredited by the Commission of the Council on Occupational Education. If complaints are not handled at the institutional level, contact the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Their telephone number is **770-396-3898** / FAX: 770-396-3790, [www.council.org](http://www.council.org).

### Ventura Unified School District Policy on Bullying BP §5131.2

Every student is entitled to a safe school environment free from bullying. The District's Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District's website at <https://www.venturausd.org/board/SuperintendentBoard/BOARDOFEDUCATION/BoardPolicies.aspx>. Copies of the policy are also available at the Administrative Office.

*The Governing Board affirms the right of every student to*

*attend a school that is safe and secure.*

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

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

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

#### Definition

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

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

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

*(ii) A post on a social network Internet Web site including, but*

## Policies and Procedures

not limited to:

- a. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above
- b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- c. Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Education Code 48900(r))



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

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

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4

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

### **Retaliation is Prohibited**

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

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

### **Confidentiality**

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

### **Reporting and Filing of Complaints**

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

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

(cf. 5145.7 Harassment Grievance Procedure)

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

## **Safety Procedures**

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

## Policies and Procedures

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

### Family Educational Rights and Privacy Act (FERPA)

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

### Sexual Harassment

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

### Ventura Unified School District Equal Opportunity Policy

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

### Voter Registration

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

Monthly student assemblies offer an opportunity to remind students to register to vote. At our Constitution Day celebration, we include representatives from such organizations as the League of Women Voters to encourage students to register. Requirements for

voting in California and other helpful information such as registration deadlines are presented on the California Secretary of State's website: <http://www.sos.ca.gov/elections/voter-registration>.

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

## Career Technical Education

### VACE Career Technical Education Vision Statement

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

### Program Philosophy and Purpose

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

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

### Hours

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



## Career Technical Education

### Career Technical Education Policies and Procedures

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

#### Attendance Policy:

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

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

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

### VACE Career Technical Education Offerings

- Designated Vocational Program of Excellence
- Open-entry/open-exit, year-round programs
- Individualized instruction
- Competency-based curriculum
- Dual full accreditation by the Western Association of Schools and Colleges and the Commission of the Council on

#### Occupational Education

- Recognition by America 2000 as one of eleven outstanding adult training programs in the nation
- Qualified, credentialed instructors
- Low student/teacher ratio
- Complete program customization based on student need
- State-of-the-art computers and equipment
- Latest industry-based software
- Weekly employability workshops
- Optional externships
- Referral to free basic academic skills, literacy and English-as-a-Second-Language instruction
- Monthly progress reports
- Daily attendance reporting
- Student Support and Job and Placement Center
- Job placement assistance
- Professional certification/licensure
- Zero-interest payment plans
- Financial aid assistance
- Most programs approved for Veterans

### VACE's Career Technical Education Admission Policies

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

Students who do not have high school diplomas, GED<sup>®</sup>, or other high school equivalent certificates may enroll in VACE's high school diploma program or equivalency test preparation courses prior to

enrollment in CTE programs. Ventura Adult and Continuing Education provides GED® and HiSET test preparation classes at no cost.

Prospective CTE students are required to meet with counselors or administrators prior to enrollment. Prospective students are shown the facilities, introduced to the staff and faculty members, and informed about how course content relates to future employment opportunities. All students must meet specific program prerequisites and complete all enrollment procedures prior to admission. (See specific information for the Pharmacy Technician and Todd Road Jail Programs on the program pages.)

## Enrollment

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

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

Students are registered on their first day of classes. Online registration is available on our website at [www.AdultEdVentura.edu](http://www.AdultEdVentura.edu). Look for the link **Register Online Here** to enroll online. Career Technical Education classes require registration on site after meeting with a counselor.

## Assessments

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

At the conclusion of an assessment, the instructor writes a brief report summarizing the prospective student's accomplishments and difficulties (if any) with the coursework along with a recommendation of action, including actual enrollment. This information is sent to the counselor, who forwards it to any referring agency (Workforce Innovation and Opportunity Act, Department of Rehabilitation, etc.) that is considering paying for a client to go through training. The recommendation from the instructor is shared with the prospective student.

## Transfer Policies

### Transferring within VACE Programs

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



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

### Transferring Credits from Another Institution

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

## Dress and Grooming Expectations

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

Students' appearance should meet the conventions of the occupation for which they are being trained. While formal business attire is not required, relaxed attire along the lines of the workplace is expected. Making a good impression on externship or prospective employers, whether in the classroom or on an interview, is crucial to employability. Clean, well-chosen clothes can make the difference.

### **Minimum appropriate professional attire:**

**Men:** Long pants, collared shirt, scrubs/lab coats for medical students, business shoes and socks, clean hairstyles.

**Women:** Dresses or skirts and blouses, pants and blouses, scrubs/lab coats for medical students, heels or business shoes, clean hairstyles.

### **Inappropriate for class or workplace:**

**All Students:** Shorts, swimsuits, tanktops, hats, workout clothes, tee shirts, see-through clothing, excessive colognes, soiled, stained, torn or odorous clothes.

## Refund Policy

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

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

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Continuing Education (VACE) cancels the class,

100% of the tuition and fees will be refunded within 45 days of the cancellation.

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

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

### **Refunds for Withdrawal After Classes Commence:**

If students withdraw from VACE/CTE Programs:

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

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

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

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

## Grading Systems

Ventura Adult and Continuing Education programs are competency-based. Students are to demonstrate

competencies in courses at 70% levels of achievement or better (2.0 grade point average). All competency demonstrations not up to the 70% standard will be redone or retaken until this level of achievement is met or exceeded. No grade lower than 70% will be issued. Grades will be based upon the following criteria: A 90% or better; B 80% - 89%; C 70% - 79%.

### Graduation Requirements

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

### Expectation of Academic Honesty

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

### Smoking Policy

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

## Testing Services Available

### NCCT Testing Center

Ventura Adult and Continuing Education provides Medical Assistant certification testing services through the National Center for Competency Testing. If you need to take a test leading to certification, apply to test at least two weeks before the desired testing date. Ventura Adult and Continuing Education, located at 5200 Valentine Road in Ventura, is an authorized testing center. There is a \$30 sitting fee (waived for VACE students) due the day of the test. You must complete an online application form and submit it with an exam fee two weeks prior to the scheduled test date. Visit NCCT website at <http://www.ncctinc.com> to create a log-in and for specific details that you must include in your application package. You must bring two current forms of ID: at least one government-issued (both with photo). Call Leticia Murillo at 289 1744, ext. 1103, for further information.

### Testing Dates and Times:

- Sep 9, 2024 at 6pm
- Nov 18, 2024 at 6pm
- Jan 13, 2025 at 6pm
- Mar 10, 2025 at 6pm
- May 19, 2025 at 6pm
- Jul 14, 2025 at 6pm

### Counseling and Referral Services

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

### Placement Center Services

All programs at Ventura Adult and Continuing Education Career Technical Education are oriented toward employment in today's highly competitive job market. The Placement Center provides a variety of resources to prepare the student for placement, including videos, reference materials, fax machines, telephones, computers for résumé preparation, and

Internet access for job search. All students are invited to use these resources while attending school and after graduation. The goal is placement in jobs that are both personally and financially rewarding.

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

Ongoing placement assistance is provided following graduation, including, but not limited to: notification



of job leads, referrals to prospective employers for externships and/or job openings, interview preparation, and salary negotiation coaching. Graduates are also invited to attend weekly Job Club meetings. Topics covered may include portfolio preparation, assistance with setting up a professional LinkedIn profile, follow-up on interviews, and developing job leads through effective networking techniques.

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

school's Program Advisory Committees, developing relationships that lead to externships for students and employment opportunities for graduates. These business relationships have also led to unsolicited calls from employers seeking qualified applicants. Local employers provide externship opportunities for students which often lead to offers of permanent positions.

## Support Services Available to Students

### Improve Job-Seeking Skills

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

### Improve Math, Reading, and Writing Skills

- Develop study techniques and strategies to improve test-taking skills
- Computerized, individualized reading, math, or typing programs
- Math workshops or tutoring
- Assistive Technology
- Software designed to enhance low vision, build vocabulary, and read scanned text



## Class Listings

Accounting Classes.....	43	How to Register for the High School Equivalency Program .....	39
Adult Basic and Secondary Education.....	37-41	K12 Math Success.....	39
Adult Basic Education Program Overview.....	37-39	Line Cook Food Service and Hospitality Certificate....	46
AutoCAD In-Person and Online Classes .....	43	Medical Terminology.....	45
Band – Ventura County Concert Band .....	47	Paraeducator Training.....	40
Career Technical Education.....	8-33	Prep Cook Certificate .....	46
Clases de inglés EN LÍNEA .....	42	Revit Architecture.....	44
Clothing Construction – Needle Arts and Sewing .....	48	SolidWorks.....	44
Clothing Construction – Quiltmaking .....	48	Spanish – Conversational .....	49
Culinary Foundations Certificate .....	46	Spanish for Educators, Parents and Community Members .....	48
ENCORE Computer and Technology Training for Senior Job Seekers Overview.....	40	The Arc of Ventura County Program	
ESL Classes .....	42	Community Access Skills and Functional Academics.....	50
Food Handler Certificate.....	46	Life Skills and Functional Academics .....	50
Food Service and Hospitality Program .....	46	Workplace Skills and Functional Academics .....	50
Google Academy .....	40	US Citizenship.....	42
High School Class Offerings: .....	37	Workforce Development Academy.....	41
High School Equivalency Program Overview .....	37	Workforce Preparation and Life Skills .....	46
Hospitality ADVANCE.....	40	Yoga – Healthy Living Through Yoga.....	49
How to Register for Adult Basic Education Program.....	39		
How to Register for the High School Diploma Program.....	39		



# Testimonials

## *From Our Students*



*My experience at VACE was wonderful and positive from beginning to end. The teachers and staff were so knowledgeable and supportive. I highly recommend it to anyone looking for a career change or just wanting to learn a new skill.*

*Syril S.  
Graphics for Web and Print Student, 2024*

*VACE is a great school to learn English because they always teach you the meaning of the words, the pronunciation and how to read and write English. VACE has a flexible schedule and good teachers.*

*Karely L.  
English as a Second Language Student, 2023*

*The curriculum is comprehensive. VACE thoroughly prepares you for the job market. Things I like about VACE: Preparedness, promoting confidence, connecting with students and staff.*

*M. R.  
Business Administration and Mgmt. Student, 2024*

*My program was incredibly engaging with a flexible learning experience that always had more to offer. My Instructors were not only varied in their knowledge and professional experience, but were also deeply involved in my progressive journey. Job placement process is well thought out and organized.*

*Anthony P.  
CAD Student 2024*

*The best part of my experience at VACE was being able to have support from staff as well as my instructors. They were patient and understanding of my needs and were willing to work and listen to me. Because of this I was able to finish all of my course work. I have more confidence in my skills to go into the workforce.*

*K. A.  
Medical Student, 2024*

*The best part of my experience at VACE was learning a new technical skill in Computer Financialized Accounting, while also brushing up on my previous experience. The joy of learning a new way of doing something never goes away and VACE provides that experience every step of the way.*

*Alex C.  
Computerized Financial Accounting Student, 2024*



**VACE: Training That Gets the Job!**



# VACE



**Ventura Adult and Continuing Education**  
Ventura Unified School District

## Programs:

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



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