

Ventura Adult and Continuing Education

# VACE



Schedule of Classes  
2011-2012

# STAFF

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Ventura Adult and Continuing Education has been recognized on both the state and federal levels. The school was again granted a six-year accreditation by the Western Association of Schools and Colleges in 2007. The Technology Development Center was selected by the California Department of Education as a Vocational Program of Excellence in 2002.



Accredited by Western Association of Schools and Colleges  
Accrediting Commission for Schools  
533 Airport Blvd., Ste. 200  
Burlingame, CA 94010  
650-696-1060

## Table of Contents

Registration and General Information .....	1-2
Class Locations .....	3
Adult Literacy and High School Diploma Program .....	4-5
English as a Second Language (ESL) and Citizenship Program .....	5-6t
Adults with Disabilities .....	6
Career Technical Education .....	6-11
Testing Center: Prometric, Pearson/VUE, and Certiport Professional Certification .....	7
Parenting, Family and Consumer Awareness .....	12
Lifelong Learning for Older Adults .....	13-14
Community Enrichment Class .....	14
Community Collaboration: Osher Lifelong Learning Institute/CSUCI .....	14
Community Collaboration: WIB Ventura County and VACE .....	14
Index to Classes .....	16

## Registration and General Information

### Registration

Adult Education students can register either at the Ventura Adult and Continuing Education office or in class. Students wishing to enroll in the Vocational programs must register at the Adult Education office. High School Diploma students must enroll with the counselor or assistant principal.

### Fees

Registration fees for Adult Education classes are \$10 per class per year. Lab fees are required where indicated. We accept Visa and MasterCard. Class fees vary by program and class.

### Where to Find Us

#### Ventura Adult Education Administration

5200 Valentine Road  
8 am-7 pm, M-Th, 7 am-5 pm F  
(805) 289-7925  
FAX: (805) 289-7931  
TDD: (805) 676-7365

#### Technology Development Center

5200 Valentine Road  
8 am-7 pm, M-Th, 8 am-5 pm F  
(805) 289-1744  
FAX: (805) 644-9694

#### Ventura Adult Education Center High School Diploma and GED Programs

5280 Valentine Road  
8 am-5 pm, M-F  
(805) 289-1749  
FAX: (805) 289-7932  
TDD: (805) 676-7365

### 2011 - 2012 Holidays and Events

July 4 & 5.....	Independence Day	January 16 .....	Martin Luther King, Jr. Day
September 5 .....	Labor Day	February 17 & 20 .....	Presidents' Days
October 24-28.....	Fall Recess	March 30 .....	Board Holiday
November 11 .....	Veterans' Day	April 2-6 .....	Spring Recess
November 23 .....	No classes	May 28.....	Memorial Day
November 24 & 25.....	Thanksgiving Holiday	June 11-15.....	Summer Recess
December 19-Jan 2.....	Winter Recess		

# Registration and General Information

## Philosophy

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

## Mission Statement

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

## Ventura Unified School District Vision Statement

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

## Ventura Unified School District Mission Statement

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

We will

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

## Ventura Unified School District Governing Principles

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

## 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 children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high 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.

## Uniform Complaint Procedure

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 Adult Education offices.

- Expected Schoolwide Learning Results**
1. Students will apply classroom learning to real-life situations.
  2. Students will become lifelong learners.
  3. Students will communicate effectively and ethically.
  4. Students will become productive, contributing members of the global community.

## Bus Passes

The Adult Education Office sells Gold Coast bus passes, and bus schedules are also available. The bus stops near the school and offers an excellent, green alternative to driving.

## Class Locations

Location	Address
Aegis of Ventura.....	4964 Telegraph Road
Buena High School.....	5670 Telephone Road
Buena Vida Apartments.....	9050 Telephone Road
Chapel Lane Senior Apartments...	11122 Snapdragon Street
E.P. Foster Elementary School.....	20 Pleasant Place
Palms.....	137 South Palm Street
Sheridan Way Elementary School..	573 Sheridan Way
Technology Development Center ..	5200 Valentine Road
The Arc.....	5103 Walker Street

Location	Address
Ventura Avenue Adult Center.....	550 N. Ventura Avenue
Ventura Adult Education Center ..	5280 Valentine Road
Ventura High School.....	2155 E. Main Street
Ventura Job and Career Center.....	4601 Telephone Road, #118
Ventura TowneHouse.....	4900 Telegraph Road
Venturan Convalescent Center.....	4904 Telegraph Road
Veterans Home of California-Ventura.	10900 Telephone Road
Westview Center.....	234 Vince Street

## Adult Literacy and High School Diploma

### Diploma Program Overview

Don't let the lack of a high school diploma keep you from getting the jobs you want. Enroll any time and pick up your education where you left off! Ventura Adult Education provides the opportunity to concentrate on a smaller number of subjects at one time. Classes are offered during the day and in the evening to accommodate a variety of schedules. Students may enter the program at any time throughout the semester and work with friendly, knowledgeable, fully credentialed instructors to meet their goals.

Ventura Adult Education is a fully accredited high school with a six-year clear WASC Accreditation granted in 2007.

Ventura Adult Education has two high schools for students seeking to earn a high school diploma:

1. Ventura ADULT High School (traditional academic approach)
2. Ventura TECHNICAL High School (job-skills approach)

All of the classes offered meet the requirements for either high school. A list of the classes offered for each program can be found under the "High School Subjects" heading.

In order to meet students' individual learning styles and preferences, there are five different study options:

1. Book-based, seat-time classes (work is done in class from text books)
2. Book-based, adult independent study (work is done at home from text books)
3. Internet-based, seat-time classes (work is done in class on the Internet)
4. Internet-based, adult independent study (requires own Internet access)
5. GED preparation

For either adult independent study option, the student meets with the instructor for a minimum of one hour per week. This enables an individual to maintain home and work responsibilities while still meeting the goal of earning a high school diploma.

Call 289-1749 to schedule an orientation appointment and determine needs for diploma completion.

### How to Register for the High School Diploma Program

All students applying for the high school diploma program must

## Adult Literacy and High School Diploma

attend an orientation meeting. For more information or to make an appointment, call 289-1749.

Students under 18 years of age who want to attend Adult Education full time:

- Must be referred through the VUSD alternative placement committee
- Must obtain a clearance card from their prior high school and submit it to the Adult Education office before attending orientation
- Must attend an orientation (with a parent or guardian if a minor)
- Must attend school from 8 am - 3 pm each day (M-F)
- Must pay a \$10 registration fee

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

- Must obtain a recommendation for concurrent placement signed by the student, a parent, and the high school counselor during a counseling session which specifies which class or classes the student needs
- Must bring a copy of the student's high school schedule showing enrollment in at least six periods for a comprehensive high school and four periods for a continuation school
- Must attend an orientation (with a parent or guardian if a minor)
- Must pay a \$25 book deposit

## High School Subjects

### High School Diploma

Earn your high school diploma! Classes are free. Book-based and Internet-based classes are available. Both seat-based and independent study classes are available. We offer both day and evening classes to fit your schedule.

High school class offerings:

- **Math:** Math Intervention, General Math, Math Topics, Pre-Algebra, Algebra, Geometry
- **English Language Arts:** English 9, 10, 11, 12, English Language Arts Intervention, Reading I, Creative Writing, Fantasy Literature
- **Science:** Earth Science, Life Science/Human Biology, Anatomy/Physiology
- **Social Science:** Geography, U.S History, World History,

## Adult Literacy and High School Diploma

Economics, American Democracy, Criminal Justice, Psychology, International Affairs, Contemporary Issues, CA History, Sociology



- **Health**
- **Applied Arts:** Careers, Life Skills, Keyboarding, Internet, Word Processing 1, Computer Operating Systems, Computer Basics, Presentation Graphics, Computer Spreadsheet/Graphics
- **Fine Arts/ Foreign Language:** Art I, Spanish I, French I, Music Appreciation
- **Test Prep:** California High School Exit Exam, GED
- Some college-prep courses are available

Please call (805) 289-1749 ext 1230 between 8:00 am and 5:00 pm to schedule an appointment. Students must pay a \$10 registration fee.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	227	MTWThF	8:00 am - 12:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWThF	1:00 pm - 3:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWThF	3:00 pm - 5:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWTh	4:00 pm - 8:00 pm

### Ventura Technical High School

Graduate with a free career technical education certificate in a chosen career sector in addition to a high school diploma! Students enrolled in Ventura Technical High School will select one career path option offered through the Technology Development Center for a minimum of 30 units. Students may also transfer units from another career technical education program (such as ROP). Call 289-1749 to arrange your personal schedule.

Certificates in the following career sectors are available:

Accounting Clerk Assistant, Accounting Clerk, Accounting Support Specialist, Computer Operator/Web Design Assistant, Computer Operator/Desktop Publishing Assistant, Drafter/CAD Assistant, Computer Repair Technician Assistant, General Clerk Assistant, Medical Assistant/Receptionist, Medical Assistant/Records Clerk, Physical Therapy Assistant, Pharmacy Clerk, Receptionist/Office Assistant, Digital Multimedia Assistant

Please call (805)289-1749 ext 1230 between the hours of 8:00 am and 5:00 pm to schedule an appointment. Students must pay a \$10 registration fee.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	227	MTWThF	8:00 am - 12:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWTh	1:00 - 9:00 pm

### General Educational Development (GED) High School Equivalency Exam

The GED provides an opportunity for a person to demonstrate the academic ability and understanding that are expected of a high school graduate. The GED is an alternative to a high school diploma.

The GED includes five separate tests: Writing, Mathematics, Social Studies, Science, and Language Arts (reading). To take

## Adult Literacy and High School Diploma

the test, students must be at least 18 years old, not a high school graduate, and not enrolled in a traditional high school. Call 289-1749 for more information.

VACE is also an official GED Testing Center, offering testing in both Spanish and English. Testing is conducted monthly, alternating between morning and evening sessions. Testing space is limited to 20. To reserve a space, come to the Adult Education office with two valid forms of identification that include a photo identification with date of birth. The fee for all five tests plus the state certificate is \$140. Receive a \$20 discount if attending at least 12 hours of GED preparation classes at VACE.

Free preliminary assessments and classes are offered to prepare you for the GED exam. Practice tests and individualized instruction are available. Students should plan four hours for the initial assessment and then set up a study schedule that works. Students must pay a \$10 registration fee.

Please call (805) 289-1749 ext 1230 between 8:00 am and 5:00 pm to schedule an appointment for the GED preliminary assessment and classes.

### Free GED Pre-test and Assessment:

Instructor	Location	Room	Days	Time
Marsh	Ventura Adult Ed Ctr	228	TWTh	8:00 am - 12:00 pm

### General Educational Development (GED) Preparation:

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	227	MTWThF	8:00 am - 12:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWThF	1:00 pm - 5:00 pm
Staff	Ventura Adult Ed Ctr	227	MTWTh	4:00 pm - 8:00 pm

### GED en Español

Si usted está interesado en obtener su equivalente al diploma de preparatoria, ahora usted puede tomar esta paso importante en su educación en su propio idioma. Estas clases se enseñan en español. Son individualizadas, y usted puede progresar a su propio paso. Inscripciones abiertas. \$10/año, inscribirse en sala 201 durante la clase. Llame a 289-1749 ext 1201, se habla español.

Instructor	Location	Room	Days	Time
Staff	Technology Development Ctr	224	MW	6:00 pm - 9:00 pm

### Test Preparation

#### CAHSEE Preparation: English Language Arts

Individualized targeted instruction will help you prepare for the English Language Arts portion of the California High School Exit Exam. Enter the program at any time and work with friendly and knowledgeable instructors in small learning groups to achieve your goals.

Students must pay a \$10 registration fee.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	227	MTWTh	3:30 - 7:30 pm

#### CAHSEE Preparation: Mathematics

Individualized targeted instruction will help you prepare for the mathematics portion of the California High School Exit Exam. Enter the program at any time and work with friendly and knowledgeable

## Adult Literacy and High School Diploma

instructors in small learning groups to achieve your goals.

Students must pay a \$10 registration fee.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	227	MTWTh	3:30 - 7:30 pm
Staff	Ventura Adult Ed Ctr	227	TTh	1:00 - 3:00 pm

### CAHSEE Test Dates at Ventura Adult Education:

English Language Arts	Mathematics
Tuesday, October 4, 2011	Wednesday October 5, 2011
Tuesday, February 7, 2012	Wednesday February 8, 2012
Tuesday, May 8, 2012	Wednesday May 9, 2012

Students must enroll a minimum of four weeks prior to the exam to receive individualized instruction.

## Employability and Life Skills

### Basic Literacy Skills

This program works with individuals who wish to learn how to read, as well as those who want to improve their reading skills. Students work one-on-one with volunteer tutors. The class runs in partnership with READ Ventura County Library sponsored by the Ventura County Library. If you know someone who wants to learn to read or if you want to volunteer to be a tutor, call READ Ventura County Library at 677-7160. FREE!

Instructor	Location	Days	Time
Staff	Ventura Adult Ed Ctr	to be determined	

## English as a Second Language & Citizenship

**All classes are free. Pay only one \$10 registration fee per person per class per year. Some classes require purchase of text books. Classes are held at 5280 Valentine Road.**

## Citizenship Preparation

### US Citizenship

This class is for English-speaking applicants who are ready to prepare for the U.S. Citizenship exam. Subjects include American history and government. Get help filling out the N-400 application. Practice for the exam and interview.

Session 1: Sep 1 to Oct 13, 2011

Session 2: To be announced

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	224	TTh	6:30 - 8:30 pm

## ESL Multi Level

### English as a Second Language

This program is designed to provide training in communication skills ranging from basic survival English through English proficiency required for employment and citizenship. English



## English as a Second Language & Citizenship

language is taught in the context of life skills including health, education, employment, nutrition, emergencies, recreation, and environment.

### English as a Second Language Evening Programs

Our evening classes are open entry, so students may enroll at any time. We offer two levels at the Ventura Adult Education Center, 5280 Valentine Road, and one multi-level class at the Westview Center, Olive Street off Ventura Avenue.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	224 Beginners	MTWTh	6:00 - 9:00 pm
Staff	Ventura Adult Ed Ctr	225B Intermediate	MTWTh	6:00 - 9:00 pm
Staff	Westview Community Center		MTWTh	6:00 - 9:00 pm

### Inglés para el empleo de construcción

Inglés que le ayudará a obtener un trabajo en construcción. La capacidad de usar el inglés en el campo de la construcción hará el lugar de trabajo más productivo y seguro.

Instructor: McGrath

Lunes y jueves, 6:00 - 8:00 pm

Start dates: Septiembre 19, 2011 (sesiones 9)

Location: Ventura Adult Education Ctr, aula 229

Honorario: \$50. Libro incluido

### English as a Second Language Daytime Programs

Our Session Plan offers students focused study and faster progress. New students will begin on the first day of the session after they register and can attend the Computer Lab until the session begins. First registration, orientation, and level placement Tuesday, August 23, to Thursday, August 25. Call 289-1749 ext 1201 with questions. Se habla español.

Session 1: Aug 23, 2011 to Sep 28, 2011    Session 5: Feb 13, 2012 to Mar 15, 2012  
 Session 2: Oct 3, 2011 to Nov 10, 2011    Session 6: Mar 19, 2012 to Apr 26, 2012  
 Session 3: Nov 14, 2011 to Dec 15, 2011    Session 7: Apr 30, 2012 to Jun 7, 2012  
 Session 4: Jan 3, 2012 to Feb 9, 2012

Class schedule includes English on Computers from 8:00 - 9:00 am, followed by English instruction from 9:00 - noon. Computer lab is also available from 12:00 pm until 2:00 pm. Registration fee is \$10 for the year. After the first session, register in Room 225B any Friday from 8 am to 12 pm.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	224 Beginners	MTWTh	9:00 am - 12:00 pm
Staff	Ventura Adult Ed Ctr	225B Intermediate	MTWTh	9:00 am - 12:00 pm
Staff	Ventura Adult Ed Ctr	225A Advanced	MTWTh	9:00 am - 12:00 pm

### ESL on the Computer (Computer Lab)

Use a variety of fun, interactive computer programs to improve your English skills. Work at your own pace with Rosetta Stone and other programs that will help you build vocabulary, apply grammar, practice pronunciation and improve writing skills in English. Access the Internet for lots of English language learning resources. Registration fee is \$10 for the year; no charge if registered for ESL class. Register in Room 202 any Friday from 8 am to 12 pm.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	225A	MTWTh	8:00 am - 9:00 am
Staff	Ventura Adult Ed Ctr	225A	MTWTh	12:00 pm - 2:00 pm

## English as a Second Language & Citizenship

### Family Literacy ESL

#### ESL - Distance Learning

This program is designed to help adults learn English in order to help their school-age children improve academic skills. Use videos and worksheets from class to learn in the comfort of your own home. There are 14 different series of video lessons for you to learn English, prepare for citizenship, practice for the GED or become a better-educated parent. Registration fee is \$10 for the year.

Call 289-1749 ext 1202 with questions.

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr	225A	W	12:00 pm - 2:00 pm

## Adults with Disabilities

### Workplace Skills and Functional Academics

#### The Arc of Ventura County Program

The Arc of Ventura County, in cooperation with Ventura Adult and Continuing Education, provides programs for the developmentally disabled, mentally ill, and other individuals who are differently abled. Study areas include life skills, functional academics, community access skills and workplace skills.

For information, contact the Arc of Ventura County at 650-8611.

Instructor	Location	Days	Time
Lerma	The Arc of Ventura County	MWThF	8:00 - 11:00 am
Lerma	The Arc of Ventura County	MWThF	11:30 - 2:30 pm
Sawyer	The Arc of Ventura County	MWThF	8:00 - 11:00 am
Staff	The Arc of Ventura County	MWThF	12:00 - 2:30 pm

### Community Access Skills and Functional Academics

#### Community Access Skills and Functional Academics

This class is designed to assist the student with mental, emotional, or physical limitations to increase awareness of one's own and others' disabilities and to develop communication, self-care, daily living, reading, writing, computational, socialization, and community resource skills for greater independence within the community and at place of residence.

Instructor	Location	Days	Time
Staff	to be arranged		

### Life Skills and Functional Academics

#### Life Skills and Functional Academics

This program provides instruction for the developmentally disabled, mentally ill, and adults who are differently abled. Study areas include self-help skills, basic academics, community access skills and workplace skills.

Instructor	Location	Day	Time
Staff	to be arranged		

## Career Technical Education

### Accounting Services

#### Accounting Fundamentals and QuickBooks Pro

Upgrade your accounting skills, whether for home or business use. Accounting is a precise discipline that requires knowledge of both the basic concepts as well as computer applications. Learn to apply the concepts using QuickBooks Pro. These subjects are taught as a series of individualized, self-paced courses.

Courses include:

- Accounting Concepts and Principles
- Service Business; Merchandizing Business
- Proprietorship; Partnership; and Corporation
- Financial Statements
- Full Charge Bookkeeper
- QuickBooks Pro (Prerequisite: Acctg 1)

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

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

Session 1: Jul 19 - Sep 20, 2011

Session 2: Sept 27 - Dec 13, 2011

Session 3: Jan 10 - Mar 13, 2012

Session 4: Mar 27 - Jun 5, 2012

Instructor	Location	Room	Days	Time
Akkerman	Technology Development Ctr	tba	T	6:00-pm-9:00 pm

### Career Preparation

#### Spanish for Educators

Learn the language and culture of our neighbors in Latin America! This \$10 registration fee class is designed to equip educators in the Ventura Unified School District to better understand the English learners we serve. Students will learn beginning Spanish language skills as well as first-hand information about the following:

- Speak Spanish with VUSD Families
- Understand School Systems in Spanish-speaking Countries
- History, Traditions and Culture
- Contemporary Issues

Tuesdays (Beginning Level); 12 weeks beginning September 27, 2011

Thursdays (Intermediate/Advanced Levels); 12 weeks beginning September 29, 2011

Instructor	Location	Room	Days	Time
Rodriguez	Adult Education Ctr	224	T	4:00 - 6:00 pm
Aguirre	Adult Education Ctr	224	Th	4:00 - 6:00 pm



### Technology Development Center

Full-time certificate programs in specific vocational areas are available during the day from 8:00 am until 5:00 pm on a limited enrollment basis.

## Career Technical Education

The following professional certifications are offered:

### Computer-Aided Drawing and Design

- Computer-Aided Design Technician
- Computer-Aided Design Technician (Fast Track)
- Computer-Aided Manufacturing (MasterCAM) Technician
- Solid Works Technician
- Revit Technician

### Computer Systems Technology

- Computer Support Technician (A+ Certification)
- Microsoft Certified Systems Administrator (Exam Preparation)
- Network Support Technician (A+ and N+ Certification)

### Digital Multimedia Programs

- Digital Multimedia Technician
- Studio Production Technician

### Medical Front and Back Office

- Back Office Medical Assistant
- Front/Back Office Medical Assistant
- Front Office Medical Assistant
- Medical Billing Technician
- Medical Insurance Billing Technician (Fast Track)
- Medical Receptionist
- Medical Records Technician
- Pharmacy Technician
- Phlebotomy, Basic and Advanced (Evenings Only)
- Physical Therapy Aide



### Accounting Programs

- Accounting Clerk
- Accounting Support Clerk
- Computerized Financial Accounting
- Computerized Financial Accounting (Fast Track)
- Data Entry / Inventory Technician
- Payroll Technician

### Business Programs

- Administrative Assistant
- Business Administration
- Business Administration and Management
- Business Manager, World Wide Web
- Computer Applications/Voice Integration
- Customer Service Representative/Collections
- Human Resources Management
- Legal Secretary
- Microsoft Office Basics
- Microsoft Office Professional (Fast Track)
- Receptionist/Office Assistant



### Computer Applications and Graphics Programs

- Computerized Marketing Support Technician
- Computerized Office Professional
- Graphic Design (Fast Track)
- Graphic Design for Print
- Graphic Design for Web
- Web Business Graphics/Desktop Publishing

## Career Technical Education

Fees do not include books and materials. Financial aid is available.

General requirements for financial aid:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Be working toward a degree or certificate in an eligible program (Pell grant funding is available for any program more than 18 weeks in length)
- Register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25
- Maintain satisfactory academic progress and attendance in postsecondary school
- Provide a high school diploma or a General Educational Development (GED) certificate or pass an approved ability-to-benefit test (if you don't have a high school diploma or GED)

Financial aid programs include Federal Pell Grant, Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, and Federal PLUS Loan. Approved for veterans. Scholarship opportunities available for those who qualify. For specific information regarding qualifications for these programs, call 289-1744. For more information about curriculum, lab fees or enrollment, call for an appointment with the TDC counselor at 289-1744.

Instructor	Location	Days	Time
Staff	Technology Development Ctr	MTWThF	8:00 am - 5:00 pm

### Testing Center: Prometric and Pearson/VUE

Ventura Adult and Continuing Education provides testing services through Pearson/VUE and Prometric for such companies as Cisco, COMPTIA, and Adobe, among others. If you need to take a test leading to licensure, certification and assessment programs offered by these leading testing services, you can register for the test you require at the web sites for either pearsonvue.com or prometric.com and take the test at Technology Development Center, 5200 Valentine Road in Ventura. Call us at 289-7925 for more information.

### Workforce Development Academy

Good jobs depend on people who can put knowledge to work. The Technology for Job Readiness course taught at the Workforce Development Academy is designed to prepare the job-seeker for today's labor market.

Students learn to use office equipment such as copy and fax machines, electronic calculators, telephone etiquette and customer service. Basic math, keyboarding, and computer applications are the focus of the program, with an emphasis on the Microsoft Office Suite (Word, Excel, PowerPoint and Access). Students learn to use email and the Internet effectively. Workshops are conducted on resumes (electronic and hard copy), cover and thank-you letters, and business cards. Customized modules address job-seeking skills including

## Career Technical Education

interviewing, phone contacts, and networking for job search. This program helps job-seekers improve existing skills or learn new ones.

Certificates of Completion are awarded to students who meet all course requirements. Graduates of the Workforce Development Academy are eligible for scholarships to attend the Technology Development Center.

The 10-week academy is FREE to all adult ages 18 and older.

The Workforce Development Academy is a joint project of Ventura Adult Education, the Ventura Job and Career Center and the County of Ventura. Enrollment is open entry and dependent on available space. Call today to reserve a place: 648-9679.

Instructor	Location	Room	Days	Time
Schuette	Ventura Job & Career Center	118	MT	9:00 am - 12:00 pm
Hatcher	Ventura Job & Career Center	118	WThF	9:00 am - 12:00 pm
Schuette	Ventura Job & Career Center	118	MTWTh	1:00 pm - 4:00 pm
Hatcher	Ventura Job & Career Center	118	MTWTh	5:00 pm - 9:00 pm

## Computer and Networking Engineering

### A+ Preparation

**Prerequisite: Minimum six months of computer experience (determined by instructor)**

Prepare for the new A+ certification! This ten-week course covers the CompTIA goals and objectives for the A+ certification exam. After students have mastered the required topics and material, they may take the exam at our VUE Testing Center. Call 289-7925 to enroll.

Topics covered include:

- Personal computers, laptops, and portable devices as well as printers and scanners
- Security, safety, and environmental issues
- Operating systems and networks

Lab fee \$125. Books extra. Cost does NOT include A+ voucher. Certificate upon completion.

Session 1: Jul 11 - Sep 19, 2011  
 Session 2: Sept 26 - Dec 12, 2011  
 Session 3: Jan 9 - Apr 9, 2012  
 Session 4: Apr 16 - Jun 25, 2012

Instructor	Location	Room	Days	Time
Harrison	Technology Development Ctr	tba	M	6:00 - 9:00 pm

### AutoCAD Basics

Become a CAD drafter or upgrade your design skills. Learn professional quality drafting in two important areas: CAD design software and solid modeling software. These classes will teach you how to unleash your design creativity by building your computer skills in industrial design. These classes are a must for dedicated CAD professionals as well as those seeking to enter the industry. Call 289-7925 to enroll.

In AutoCAD Basics, you will learn: AutoCAD fundamentals

- Lines, shapes, and hatching
- Editing, text placement, and layers
- Parts creation and outputting

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

## Career Technical Education

Session 1: Jul 19 - Sep 20, 2011  
 Session 2: Sept 27 - Dec 13, 2011  
 Session 3: Jan 10 - Mar 13, 2012  
 Session 4: Mar 27 - Jun 5, 2012

Instructor	Location	Room	Days	Time
Huston	Technology Development Ctr	tba	T	6:00 - 9:00 pm

### AutoCAD Intermediate

Upgrade your CAD design skills. Continue to learn professional quality drafting in two important areas: CAD design software and solid modeling software. This course builds on the concepts learned in AutoCAD Basics.

In AutoCAD Intermediate, you will learn:

- Creating and inserting AutoCAD blocks
- Dimensioning and dimensioning variables
- Isometric drawing
- Creating and working with views

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

Certificate upon completion.

Session 1: Jul 11 - Sep 19, 2011  
 Session 2: Sept 26 - Dec 12, 2011  
 Session 3: Jan 9 - Apr 9, 2012  
 Session 4: Apr 16 - Jun 25, 2012

Instructor	Location	Room	Days	Time
Huston	Technology Development Ctr	tba	M	6:00 - 9:00 pm

### Revit Architecture 2012 Basics

Built on the Revit platform for building information modeling (BIM), Autodesk Revit Architecture software is a building design and documentation system that supports all phases of design, construction documentation, and even fabrication. From conceptual studies and analysis of a project's development through the production of the most detailed construction drawings and schedules, Autodesk Revit Architecture helps deliver better coordination and quality across project phases and disciplines. Autodesk Revit Architecture contributes to better efficiency and higher profitability for architects, designers, and the rest of the building team.

This class will cover:

- Wall construction and styles
- Doors, windows, and roofs
- Component placement

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

Session 1: Jul 20 - Sep 21, 2011  
 Session 2: Sep 28 - Dec 14, 2011  
 Session 3: Jan 11 - Mar 14, 2012  
 Session 4: Mar 28 - Jun 6, 2012

Instructor	Location	Room	Days	Time
Collins	Technology Development Ctr	tba	W	6:00 - 9:00 pm

### Solid Works Basics

**Prerequisite: Basic AutoCAD or professional equivalent.**

Solid modeling will enhance and extend your industrial design



## Career Technical Education

capabilities. Learn the fundamentals of Solid Works drawing commands involving 3-D solid modeling to produce high-end industrial models.

This class will cover:

- Solid Works fundamentals
- 3D solid modeling
- Assemblies and production drawings and industrial applications

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

Session 1: Jul 21 - Sep 22, 2011

Session 2: Sept 29 - Dec 25, 2011

Session 3: Jan 12 - Mar 15, 2012

Session 4: Mar 29 - Jun 7, 2012

Instructor	Location	Room	Days	Time
Huston	Technology Development Ctr	204	Th	6:00 - 9:00 pm

## Education

### Literacy Tutor Training

Learn to teach others one-on-one by participating as a tutor in the adult basic study skills program. Ongoing enrollment. The class runs in partnership with READ Ventura County Library sponsored by the Ventura County Library. If you know someone who wants to learn to read or if you want to volunteer to be a tutor, call READ Ventura County Library at 677-7160. FREE!

Instructor	Location	Room	Days	Time
Staff	Ventura Adult Ed Ctr		to be determined	

## Information Support and Services

### Computer and Business Classes

Now is the time to upgrade your business skills and learn new computer programs. Whether you use computers for your personal enjoyment, projects at home, or business applications, we have training opportunities for you. Choose from a variety of applications in an individualized instructional program in our business and computer training classroom. (289-7925)

### Business Subjects

- **Business English** --Sharpen your standard business language usage
- **Business Mathematics** --Refresh business calculating skills and abilities
- **Electronic Calculator** -- A must in countless application areas

### Computer Subjects

- **Basic Introduction to the World of Computing** -- This course is for novice computer users taking their first computer class. Students learn basic tasks using Windows, typing with word processor software, navigating the Web, and working with email.
- **Internet Explorer** -- Learn to move comfortably around the Internet by using all the features of the browser software on your computer.
- **Microsoft Windows** --Beginning with an overview of computer hardware and software, the course also demonstrates running application programs, moving and sizing program windows,

## Career Technical Education

saving and printing. Information about Window's online Help and file maintenance are also covered.

- **Microsoft Office, A Basic Introduction** -- An easy, fun way to learn the basics of word processing, spreadsheet, database and presentation techniques with hands-on projects that fit your daily life.
- **Microsoft Access, Beginning through Intermediate** -- The skills learned in this course include modifying and building tables, viewing and organizing information, using Access tools, building and modifying forms, planning designing databases, producing reports and integrating with other applications.
- **Microsoft Excel, Beginning through Advanced** -- Learn to work with spreadsheets and workbooks, create formulas, use charts and other objects to enhance a spreadsheet, integrate data with other applications, and much more.
- **Microsoft Word, Beginning through Advanced** -- Begin by learning basic techniques for working with documents, paragraphs, pictures and charts. Progress to learning advanced features such as macros and creating forms, creating tables, using mail merge and collaborating with workgroups.
- **Microsoft Power Point** --The skills taught include creating and customizing a presentation, working with visual and sound elements, text editing, managing files, delivering and modifying a presentation.
- **Keyboarding** -- Develop touch-typing accuracy and speed.

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

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

### Tuesdays

Session 1: Jul 19 - Sep 20, 2011

Session 2: Sept 27 - Dec 13, 2011

Session 3: Jan 10 - Mar 13, 2012

Session 4: Mar 27 - Jun 5, 2012

### Thursdays

Session 1: Jul 21 - Sep 22, 2011

Session 2: Sept 29 - Dec 25, 2011

Session 3: Jan 12 - Mar 15, 2012

Session 4: Mar 29 - Jun 7, 2012

Instructor	Location	Room	Days	Time
Schuette	Technology Development Ctr	tba	T	6:00 - 9:00 pm
Young	Technology Development Ctr	tba	Th	6:00 - 9:00 pm



### Shop and Sell the eBay Way

Use the Internet for both fun and profit. Start to shop and to sell on eBay by preparing yourself with this popular four-week course. To enroll, call 289-7925.

- Finding items and buying the eBay way
- eBay rules and guidelines
- Opening a PayPal account
- Step-by-step selling on eBay
- Creating and editing digital pictures
- Writing compelling descriptions
- Packing and shipping inventory
- Invoicing the buyer and accessing PayPal payments

## Career Technical Education

Lab fee \$75 per 4-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 20 - Aug 10, 2011

Session 2: Sep 28 - Oct 19, 2011

Session 3: Jan 11 - Feb 1, 2012

Session 4: Mar 28 - Apr 25, 2012

Instructor	Location	Room	Days	Time
Harrison	Technology Development Ctr	tba	W	6:00 - 9:00 pm

## Media and Design Arts

### Adobe Photoshop Basics

Learn to edit and manipulate computer graphic images for output to print, video, and the Internet. This course will instruct the student on the creation of images, the use of special effects and filters, and the basic animation of graphic images and video. Students will also learn importing and exporting files and programs, evaluating compatibility issues, and creating images using digital cameras, digital video and scanners. Basic computer operations will **NOT** be covered.

Topics include:

- Editing, manipulating, and repairing images and photos
- Layering and masking
- Tool palettes, filters, and special effects
- Using scanners, digital cameras and other input devices
- Text creation
- Renaming, resizing and cropping images

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

Session 1: Jul 20 - Sep 21, 2011

Session 2: Sept 28 - Dec 14, 2011

Session 3: Jan 11 - Mar 14, 2012

Session 4: Mar 28 - Jun 6, 2012

Instructor	Location	Room	Days	Time
Wieser	Technology Development Ctr	tba	W	6:00 - 9:00 pm

### Graphic Design Workshop

Learn to complete projects using the proper tools. This workshop-style class offers assistance with selecting the proper software to complete your project for print or for web. The software available includes Microsoft Office, Photoshop, Illustrator, InDesign, and Dreamweaver. If you are unfamiliar with the software, learn the basics in this class. Depending on your individual experience, you may require more than one 10-week session to accomplish your goal. This is **NOT** a lecture class. Call 289-7925.

Course includes:

- Working with text and graphic objects
- Integrating with other software applications
- Preparing files for professional output for print or Web

Lab fee: \$125. Cost of textbook not included. Certificate upon completion.

Session 1: Jul 21 - Sep 22, 2011

Session 2: Sept 29 - Dec 25, 2011

Session 3: Jan 12 - Mar 15, 2012

Session 4: Mar 29 - Jun 7, 2012

## Career Technical Education

Instructor	Location	Room	Days	Time
Yeomans	Technology Development Ctr	tba	Th	6:00 - 9:00 pm

## Support Services

### Medical Office Classes

Prepare for an exciting career in the medical industry. We have a wide range of class offerings that open the window of opportunity for people who want to move into medical office work or upgrade their skills. Length of course depends on content and degree of difficulty. The following courses are available:

- **Medical Terminology** - Learn the language of the medical community
- **Medical Insurance Billing** (Prerequisite: Medical Terminology) - Learn the latest computerized billing methods
- **Medical Coding** (Prerequisites: Medical Terminology and Medical Insurance Billing) - Learn current industry-standard coding procedures
- **Medical Filing** - Learn standard accepted practice in medical offices for maintaining records
- **Medical Law and Ethics** - Learn the fundamental expectations of the medical industry for proper procedures
- **Pharmacology** - Learn the basics of drug dose calculations and how medicines affect the different body systems

Each subject is a separate course that may take more than one 10-week session to complete. **Note:** Medical Terminology is a prerequisite course to be taken before Medical Billing and Medical Coding.

Lab fee \$95 per 10-week session, plus cost of book. Certificate upon completion.

Session 1: Jul 19 - Sep 20, 2011

Session 2: Sept 27 - Dec 13, 2011

Session 3: Jan 10 - Mar 13, 2012

Session 4: Mar 27 - Jun 5, 2012

Instructor	Location	Room	Days	Time
Wilmoth	Technology Development Ctr	tba	T	6:00 - 9:00 pm



## Therapeutic Services

### Basic Didactic Phlebotomy Instructions

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

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

## Career Technical Education

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

Class will meet 5 Tuesdays and 5 Thursdays, 6:00 p.m. to 9:15 pm. Lab Fee for 5-week session plus externship is \$450 (book not included). For more information, call (805) 289-7925.

Session 1: September 27 through November 3, 2011

Session 2: March 6 through April 12, 2012

Instructor	Location	Room	Days	Time
Staff	Technology Development Ctr	tba	TTh	6:00 - 9:15 pm

### Advanced Didactic Phlebotomy Instruction

This class has been approved by the California Department of Health Services to provide a minimum of 20 hours of advanced didactic (theory) classroom instruction.

After successful completion of basic phlebotomy, advanced phlebotomy, and the externship, the student is eligible to take the state and nationally recognized exam for Certified Phlebotomy Technician 1 (CPT1). **Attending all classes in a session is required.**



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

Prerequisites: Phlebotomists with previous basic theory, education and experience will need to bring in written documentation of having 1,040 or more hours of on-the-job training in phlebotomy. All students, including those who have completed a 20-hour state approved basic class after April 9, 2003, must bring documentation to the first class meeting showing a minimum of 50 venipunctures and 10 skin punctures on real patients of varying ages, weights and health statuses. Verification must be on employer or externship site letterhead. Specifications are listed in Title 17 of the California Code of Regulations Section 1035.1 (f).

Independent study lab sessions are available for students who wish to review concepts presented in the basic phlebotomy course, prior to enrolling in the advanced class.

Class will meet 4 Tuesdays and 4 Thursdays, 6:00 p.m. to 9:15 p.m. Lab Fee for 4-week session plus externship is \$450 (book not included). For further information, call (805) 289-7925.

Session 1: November 8 through December 8, 2011

Session 2: April 17 through May 10, 2012

The cost of the book is not included in the Phlebotomy class

Instructor	Location	Room	Days	Time
Staff	Technology Development Ctr	tba	TTh	6:00 - 9:15 pm

## Career Technical Education

### NCCT Phlebotomy Testing Center

Ventura Adult and Continuing Education provides Phlebotomy and Medical Assistant certification testing services through National Center for Competency Testing. If you need to take a test leading to certification, you can register and take the test at Technology Development Center, 5200 Valentine Road in Ventura. There is a \$30 testing fee (waived for TDC students) as well as an exam fee. The next available testing dates are Nov 7, 2011, Jan 9, 2012, Mar 12, 2012, May 14, 2012, Jul 9, 2012, Sep 10, 2012 and Nov 5, 2012 at 6 pm.

You must complete an application form and \$30 payment along with the exam fee two weeks prior to testing. Call Leticia Murillo at 289-1744, ext. 1103, for further information. For specific details that you must include in your application package, go to the NCCT Applications website at <http://www.ncctinc.com/documents/MMCI%20App%20Aug%2006.pdf> for a downloadable application.

### Phlebotomy Theory Review Workshop

This class is designed as a basic and advanced phlebotomy review for the California phlebotomy test toward certification. Students must have already completed a basic and an advanced phlebotomy class. This class will review phlebotomy theory and provide students with numerous sample questions, worksheets, and mock tests in order to enhance their knowledge and testing skills.

Lab Fee \$50; book \$45

Dates to be arranged.

Instructor	Location	Room	Days	Time
Resler	Technology Development Ctr	tba	TTh	6:00 - 9:00 pm

### CPR: Adult, Child, Infant

This seven-hour course trains individuals how to respond to breathing and cardiac emergencies in adults, children, and infants. The fee includes "First Aid/CPR/AED for Schools and the Community" participant's manual. Enroll early, as there are limited seats. Special sessions may be arranged as needed. Call 289-7925 for information.

Upon completion students will receive an Adult, Child, and Infant CPR Certificate valid for one year.

Lab fee: \$70 (Book and processing included)

Dates to be arranged.

Instructor	Location	Room	Days	Time
Loest	Technology Development Ctr	tba	MW	6:00 pm - 9:30 pm

### First Aid

This course trains individuals to recognize and care for victims of injuries and sudden illness. The fee includes the Participant's Manual, a First Aid Skills Card and a bandage package.

Certification: Upon successful completion, students will receive a First Aid certificate valid for 3 years.

Lab fee: \$70 (Book and processing included)

Dates to be arranged.

Instructor	Location	Room	Days	Time
Loest	Technology Development Ctr	tba	M	6:00 pm - 10:00 pm

## Parenting, Family and Consumer Awareness

### FEES per 12-week session:

\$24 for 1 hour per week class  
 \$36 for 1 1/2 hours per week class  
 \$48 for 2 hours per week class  
 \$72 for 3 hours per week class

Fall Quarter starts September 19, 2011; Winter Quarter starts January 3, 2012; Spring Quarter starts March 26, 2012

## The Arts

### Quiltmaking

Learn quilting, wearable art and related crafts. Design and create decorative quilts of all sizes. Machines and cutting tables available in class. Students provide their own materials.

Instructor	Location	Room	Days	Time
Carr Kinney	Technology Development Ctr	104	W	9:00 am - 12:00 pm
Advani	Technology Development Ctr	104	W	5:00 - 8:00 pm

Fee: \$72 per quarter, Fall, Winter, Spring

Instructor	Location	Room	Days	Time
Advani	Technology Development Ctr	104	W	12:30 - 4:30 pm

Fee: \$96 per quarter, Fall, Winter, Spring

### Watercolor, Oil & Acrylic Painting

Painting in oil, acrylic and water color. Express creative talents! Specialized instruction by an exceptional artist is available to help with composition, technique and color. Beginning through advanced levels are all welcome. Students provide their own materials.

Instructor	Location	Room	Days	Time
Klement	Technology Development Ctr	104	T	1:00 - 4:00 pm
Klement	Technology Development Ctr	104	T	6:00 - 9:00 pm

Fee: \$72, Fall, Winter, Spring

## Effective Parenting Techniques

### Play and Learn

For toddlers, playing is learning. Having their parents play with them and participate in their learning is crucial for these little ones. These classes allow parents and their one- to three-year-old children to experience all the delights of playing together while developing motor skills, self-help and awareness.



This reinforces attachment parenting, where the child begins to feel the comfort and security to try new things with the approval, encouragement, and support of the parent. Pre-literacy is key to this program, with story time, music, art, drama, games, and physical activities designed to build vocabulary and language use. FREE! Offered in partnership with the Ventura Neighborhood for Learning. Call 641-5420 to enroll.

Instructor	Location	Room	Days	Time
Pearce	E.P. Foster School	Family Ctr	W	8:15 - 11:45 am
Pearce	E.P. Foster School	Family Ctr	W	12:30 - 1:30 am

## Health, Nutrition, and Safety

### ABSolutely Core Workout

Feel good and look great. Core Strength affects all daily activities, posture and lower back health. This workout includes all the

## Parenting, Family and Consumer Awareness

recommended core exercises from the Mayo Clinic. Students will be encouraged to work at their own pace but will also be challenged to their upper limits.

Instructor	Location	Room	Days	Time
Wilson	Technology Development Ctr	103	Th	5:30 - 6:30 pm

Fee: \$22 per quarter, Fall; \$24 per quarter Winter, Spring

### Aerobics – Latin Aerobics

Latin Aerobics is a high-energy and motivating exercise class done to Latin and international dance rhythms. It is a fun and easy-to-follow class. It is a “feel happy” workout that is great for the body and for the mind.

Instructor	Location	Room	Days	Time
Colp	Technology Development Ctr	104	F	3:00 - 4:00 pm

Fee: \$20 per quarter, Fall, Spring  
 Fee: \$22 per quarter, Winter

### Aerobics – Low Impact Aerobics

This class provides a good, solid workout for people who want to improve flexibility and cardiovascular endurance without running or jumping. All classes use hand-held weights and resistance bands.

Instructor	Location	Room	Days	Time
Axtell	Technology Development Ctr	104	MTh	4:00 - 5:00 pm

Fee: \$46 per quarter, Fall, Spring  
 Fee: \$42 per quarter, Winter

### Strength Training for Active Aging

Become stronger and more flexible through resistance training. Class workout, which can be done in a chair or on a mat, includes conditioning, weights, resistance bands, stretching, and relaxation. Stronger muscles and better balance give older adults better health and more active lives.

Instructor	Location	Room	Days	Time
Colp	Technology Development Ctr	104	MF	1:30 - 2:30 pm

Fee: \$44 per quarter, Fall  
 Fee: \$40 per quarter, Winter  
 Fee: \$42 per quarter, Spring

### Yoga for Healthful Living

A great way to increase flexibility and balance as well as learn stress management through breathing techniques and guided visualization.

Instructor	Location	Room	Days	Time
Wilson	Technology Development Ctr	104	T	5:30 - 7:00 pm

Fee: \$36 per quarter, Fall, Winter, Spring

Instructor	Location	Room	Days	Time
Thurston	Technology Development Ctr	104	Th	1:00 - 2:30 pm
Thurston	Technology Development Ctr	104	Th	5:30 - 7:00 pm

Fee: \$33 per quarter, Fall  
 Fee: \$36 per quarter, Winter, Spring



## Lifelong Learning for Older Adults

### FREE to those over age 60

(proof of age and residence may be required)

#### Under age 60:

### FEES per 12-week session:

- \$24 for 1 hour per week class
- \$36 for 1 1/2 hours per week class
- \$48 for 2 hours per week class
- \$72 for 3 hours per week class

Fall Quarter starts September 19, 2011; Winter Quarter starts January 3, 2012; Spring Quarter starts March 26, 2012

## Clothing Construction

### Needle Arts & 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.



Instructor	Location	Days	Time
Sargent	Westview Center	W	9:00 am - 12:00 pm
Sargent	Ventura Avenue Adult Center	W	1:00 pm - 4:00 pm
Dress	Buena Vida Apartments	Th	9:00 am - 12:00 pm

## Family

### Preserving Your Past

Write the memories of your parents, your times and your life. If you don't write it now, it will be lost forever. Wouldn't you love knowing the stories of your mom and dad? Join us. It's easy and fun. We take just a little at a time... like a story about your mama's kitchen. Leave a priceless legacy for your kids, your grandkids, and all those who follow. No prior writing experience is necessary.

Instructor	Location	Room	Days	Time
Scharf	Chapel Lane Senior Apts		T	1 - 4 pm
Scharf	Veterans Home of California		W	1 - 4 pm

## Health Literacy

### Aerobics – Chair Aerobics

Senior aerobics offer a non-impact form of exercise that involves stretching and moderate standing movements with support for better balance.

Instructor	Location	Days	Time
Jackson	Ventura TowneHouse	MTWThF	9:05 - 10:05 am

### Exercise with Weights

Stretch, do cardiovascular work and get resistance training using weights. This program has been designed to meet the needs of the mature adult. Equipment includes bicycles, stepper, treadmill and a universal machine.

## Lifelong Learning for Older Adults

Instructor	Location	Days	Time
Jackson	Ventura TowneHouse	MTWThF	6:30 - 9:00 am
Jackson	Ventura TowneHouse	MTWThF	10:10 am - 1:10 pm

### Fitness for the Frail Elderly

Activities in these classes provide range of motion exercises, basic skills for self mobility, and reality orientation through the use of music, singing, stories, news items, discussion and crafts.

Instructor	Location	Days	Time
Montgomery	Venturan Convalescent Ctr	MTWThF	9:00 am - 12:00 pm
Jackson	Venturan Convalescent Ctr	MW	1:30 - 2:30 pm
Colp	Palms	MW	3:00 - 5:00 pm
Wilson	Veterans Home of California	M	1:00 - 3:30 pm
Montgomery	Venturan Convalescent Ctr	M	1:00 - 4:30 pm
Montgomery	Ventura Townhouse	TWTh	1:00 - 4:00 pm
Thurston	Buena Vida Apts	T	9:30 - 11:30 am
Wilson	Buena Vida Apts	T	1:00 - 3:00 pm
Colp	Ventura Avenue Adult Ctr	TTh	1:00 - 3:00 pm
Wilson	Chapel Lane Senior Apts	W	4:00 - 6:30 pm
Montgomery	Ventura Townhouse	F	1:00 - 5:00 pm
Wilson	Aegis of Ventura	F	3:00 - 4:00 pm

### Silver Stretches

Release muscle tension and reduce stress through this chair stretch class that incorporates yoga-like stretches, range of motion movements, breathing techniques and relaxation exercises. Great for people with arthritis!

Instructor	Location	Days	Time
Thurston	Ventura Avenue Adult Ctr	W	10:00 - 11:00 am

## The Arts

### Band – Ventura County Concert Band

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



2011-12 free concerts will be held at 3:00 pm at the Ventura High School Auditorium on the following Sundays:

**November 6, 2011; January 29, 2012; April 15, 2012; June 3, 2012.**

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

### Chorus – Gold Coast Concert Chorus

Have fun while learning professional singing techniques and preparing for public performances led by the inimitable Elizabeth Helms. This class is open to men and women of all ages. It is a collaboration between Ventura Adult and Continuing Education and Gold Coast Concert Chorus.

Instructor	Location	Room	Days	Time
Dericco	Technology Development Ctr	104	M	6:00 - 10:00 pm

## Lifelong Learning for Older Adults

### Chorus – Pacific Sound Men’s Chorus

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

Instructor	Location	Room	Days	Time
Browne	Technology Development Ctr	tba	M	7:00 - 10:00 pm

### Chorus – Ventura Choraliers

The Ventura Choraliers is a mixed chorus composed of men and women who love to sing music of all types: Broadway stage, country, folk music, and a variety of other genres. This class, taught by a professional musician, offers the unique opportunity to build camaraderie with others who love to sing.

Instructor	Location	Days	Time
Reed	Veterans Home of California	T	2:00 - 4:00 pm

## The Arts

### Watercolor, Oil & Acrylic Painting for Lifelong Learners

Painting in oil, acrylic and water color. Express creative talents! Specialized instruction by an exceptional artist is available to help with composition, technique and color. Beginning through advanced levels are all welcome. Students provide their own materials.



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

## Community Enrichment Class

### FEES per 12-week session:

- \$24 for 1 hour per week class
- \$36 for 1 1/2 hours per week class
- \$48 for 2 hours per week class
- \$72 for 3 hours per week class

Fall Quarter starts September 19, 2011; Winter Quarter starts January 3, 2012; Spring Quarter starts March 26, 2012

### Spanish – Conversational Spanish

This class is designed for individuals interested in learning, maintaining and/or improving their ability to converse in Spanish at beginning and intermediate levels. Through vocabulary development, basic grammar, reading exercises and guided practice, students learn the essentials of understanding and speaking contemporary Spanish. ¡Adelante!  
Fee: \$72 Students buy their own books.



Instructor	Location	Room	Days	Time
Martz	Technology Development Ctr	Art	T	9:00 am - 12:00 pm

## Community Collaborations

### Osher Lifelong Learning Institute - NEW!!!

Ventura Adult and Continuing Education is pleased to announce that we will host seminars presented by Osher Lifelong Learning Institute (OLLI) at California State University Channel Islands. The mission of OLLI at CSU Channel Islands is to provide people age 50 and above the opportunity to learn about subjects that interest them “right in their own backyard!” Get more details by visiting the OLLI web site at [www.csuci.edu/exed/osher.htm](http://www.csuci.edu/exed/osher.htm) to see complete information about the program.



To enroll, call OLLI at (805) 437-2748.

The first four seminars scheduled at our facility include:

- **Satyagraha: Impractical Dream or Social Necessity**, presented by Bill Garlington
- **The Inspirational History of the 18th Century: The Age of Enlightenment and Revolution**, presented by Kevin Hughes
- **The History of the Middle East: The 5,000 Year Old Mirror**, presented by Kevin Hughes
- **Jewel of the Nile: Ancient Egyptian Art and Architecture**, presented by Laura Hagel

Instructors: Garlington, Hughes, and Hagel

Tuesdays and Wednesdays 2:00 - 4:00 pm; 8 weeks

Start date: Jan 10, 2012

Location: Technology Development Center, Ron Halt Classroom

Fee: \$105 per single 8-week course per semester; \$200 for unlimited OLLI courses presented per semester

## Workforce Investment Board of Ventura County and VACE Collaboration

### Are You Looking For Work?

If yes, VACE has two Federal Workforce Investment Act (WIA) grants that may help pay for education, training and job placement. Choose either our Adult or Youth Program based on these questions:

Are you a U.S. Citizen or Permanent Resident and legal to work in the United States? If yes, go to next question.

Do you live in Ventura County? If yes, go to next question.

If you are male born after 1960, are you registered for Selective Service or willing to register for Selective Service? If yes or if female, go to next question.

(If you don’t know what the Selective Service is, go to [sss.gov](http://sss.gov) for more info)

Are you between 17 and 21 years old, low income, and have NOT yet graduated high school or passed the GED? If yes, you can apply for our WIA Youth Program. If no, go to next question.

Are you at least 18 years old and you already have at least a high school diploma or GED certificate? If yes, you can apply for our WIA Adult Program.

See the next page for details on what this program can do for you.

# Are You Looking for work?



Ventura Adult and Continuing Education has two Workforce Investment Act (WIA) programs that may help pay for job training and provide other benefits, too:

- ◆ **Low-Income Youth Program for ages 17 to 21**
- ◆ **Adult Program for ages 18+ of any income level**

The goal of the Adult program is get unemployed people working full-time. The goal of the low-income Youth program is to help get people get their high school education, a part-time job and either college or job training.

You must:

- ◆ Live in Ventura County
- ◆ Be legally able to work in the United States
- ◆ If you are a male born after 1960: registered or willing to register for Selective Service.

There are a few other requirements for the Youth program and ways to receive priority consideration for the Adult program. They will be discussed when we review your Eligibility Questionnaire. If eligible, you will then go through a competitive application process. Please note that this is not an entitlement program and typically only 1 in 5 applications are approved.

These programs are the result of a partnership between Ventura Adult and Continuing Education and the Workforce Investment Board of Ventura County

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (805) 654-5508. TYY (800) 735-2922

## Interested?

Fill out an **Eligibility Questionnaire** and submit it to:

Heidi Sohn at  
(805) 289-7925 ext 1301  
Heidi.Sohn@AdultEdVentura.edu

Ventura Adult & Continuing Education  
5200 Valentine Road, Ventura  
(near Victoria Avenue and the 101)



# Index to Classes

ABSolutely Core Workout .....	12	GED en Español.....	4
Accounting Fundamentals and QuickBooks Pro .....	6	General Educational Development (GED) Preparation: .....	4
Adobe Photoshop Basics.....	10	Graphic Design Workshop .....	10
Advanced Didactic Phlebotomy Instruction .....	11	High School Diploma .....	3
Aerobics – Chair Aerobics.....	13	Inglés para el empleo de construcción .....	5
Aerobics – Latin Aerobics .....	12	Life Skills and Functional Academics.....	6
Aerobics – Low Impact Aerobics.....	12	Literacy Tutor Training .....	9
A+ Preparation .....	8	Medical Office Classes.....	10
AutoCAD Basics .....	8	NCCT Phlebotomy Testing Center.....	11
AutoCAD Intermediate.....	8	Needle Arts & Sewing .....	13
Band – Ventura County Concert Band .....	13	Phlebotomy Theory Review Workshop .....	11
Basic Didactic Phlebotomy Instructions.....	10	Play and Learn .....	12
Basic Literacy Skills .....	5	Preserving Your Past.....	13
CAHSEE Preparation: English Language Arts .....	4	Quiltmaking.....	12
CAHSEE Preparation: Mathematics .....	4	Revit Architecture 2010 Basics.....	8
CAHSEE Test Dates at Ventura Adult Education: .....	5	Shop and Sell the eBay Way .....	9
Chorus – Gold Coast Concert Chorus .....	13	Silver Stretches.....	13
Chorus – Pacific Sound Men’s Chorus .....	14	Solid Works Basics .....	9
Chorus – Ventura Choraliers.....	14	Spanish – Conversational Spanish.....	14
Community Access Skills and Functional Academics ....	6	Spanish for Educators.....	6
Computer and Business Classes.....	9	Strength Training for Active Aging .....	12
CPR: Adult, Child, Infant .....	11	Technology Development Center .....	6
English as a Second Language .....	5	Testing Center: Prometric, Pearson/VUE.....	7
English as a Second Language Daytime Programs .....	5	The Arc of Ventura County Program .....	6
English as a Second Language Evening Programs .....	5	US Citizenship.....	5
ESL - Distance Learning .....	6	Ventura Technical High School .....	4
ESL on the Computer (Computer Lab).....	5	Watercolor, Oil & Acrylic Painting.....	12
Exercise with Weights.....	13	Watercolor, Oil & Acrylic Painting for Lifelong Learners .....	14
First Aid.....	11	Workforce Development Academy .....	7
Fitness for the Frail Elderly.....	13	Yoga for Healthful Living .....	12

“The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities and employment shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.” (BP 0410)



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# Technology Development Center

## Train for a new career today!

- **Accounting**
  - **Business**
  - **Computer Applications and Graphics**
  - **Computer Systems Technology**
  - **Computer Aided Drafting and Design**
  - **Digital Multimedia Technology**
  - **Medical Front and Back Office**
- 
- Open-entry/open-exit, year-round programs
  - Qualified, credentialed instructors
  - Low student/teacher ratio
  - State-of-the-art computers and equipment
  - Individualized instruction
  - Complete program customization based upon student need
- Free basic academic skills, literacy and English-as-a-Second-Language instruction
  - TDC designated Vocational Program of Excellence by the California Department of Education
  - Full accreditation by the Western Association of Schools and Colleges
  - Job placement assistance
  - Scholarships, financial aid assistance and testing available for those who qualify, and approved for veterans

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**805.289.1744**

# Ventura Adult and Continuing Education

## Ventura Unified School District



Adult Literacy & High School Diploma  
English as a Second Language & Citizenship  
Career Technical Education  
Adults with Disabilities  
Parenting, Family & Consumer Awareness  
Lifelong Learning for Older Adults

**805-289-7925**

5200 Valentine Road

Ventura, CA 93003

[www.adultedventura.edu](http://www.adultedventura.edu)

