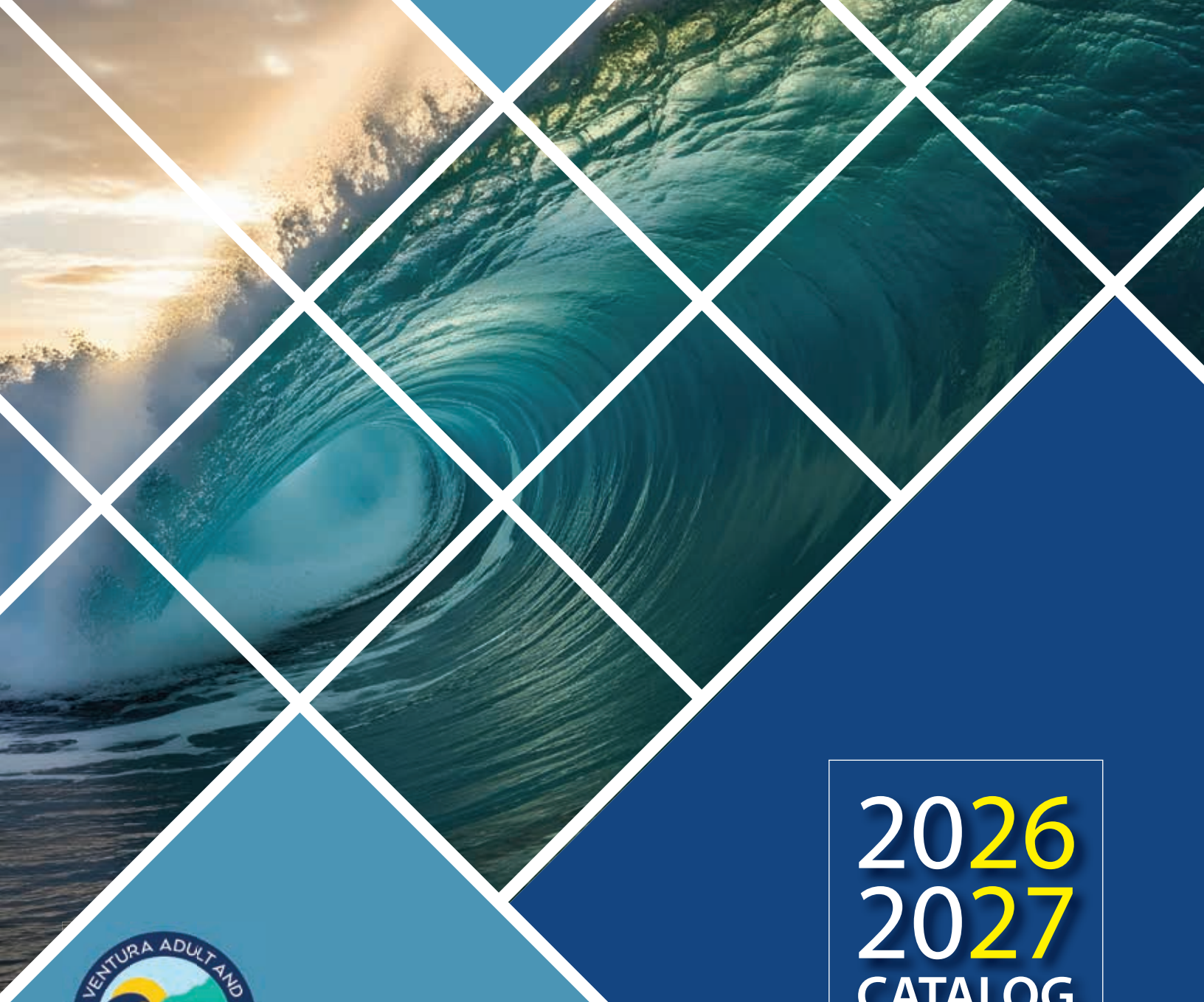

2026
2027
CATALOG

VACE

Ventura Adult and Career Education

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

Ventura Adult and Career Education

Explore new careers or upgrade your skills!

Our Programs:

Career Technical Education:

- 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
Test Prep & Career Readiness
English as a Second Language
Citizenship Preparation
Computer Literacy Training
Community Enrichment Classes
Adults with Disabilities
Lifelong Learning

Ventura Adult and Career 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. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2025 for six years.

Welcome to VACE!

As we embark on a new academic year here at Ventura Adult and Career Education (VACE), I am filled with excitement for what lies ahead. Each year brings new opportunities, and the 2026-27 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 Career Education (VACE)

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VENTURA ADULT AND CAREER EDUCATION

Ventura Unified SCHOOL DISTRICT

VCAEC
Ventura County Adult Education Consortium

California Adult Schools
LEARNING FOR LIFE

Ventura Adult and Career Education
Institutional Information

Ventura Adult and Career Education Mission Statement

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

Ventura Adult and Career Education Philosophy

Ventura Adult and Career 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 Career Education is dedicated to meeting each student's academic and vocational needs and to the development of self-worth through education.

Schoolwide Learner Outcomes

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

Institutional Accreditation Information

Ventura Adult and Career Education is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / Facsimile 770-396-3790; www.council.org. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2025 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.

Ventura Unified School District Information

Ventura Unified School District Vision Statement

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

Ventura Unified School District Mission Statement

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

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

Ventura Unified School District Governing Principles

- 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...

Ventura Adult and Career 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 for students.

Please plan to visit Ventura Adult and Career Education, tour the classrooms, and become acquainted with the instructors. Call 8**05-289-1744 t**o arrange visits, to meet with counselors, or to have your questions answered. Check out our website at **www.AdultEdVentura.edu** for program updates.

School Information

Ventura Unified School District

Board of Education

Calvin Peterson, Trustee Area 5
James Forsythe, President, Trustee Area 1
Dr. Jerry Dannenberg, Trustee Area 4
Shannon Trani Fredericks, Vice President, 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 Career 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

Monica Borkowski
BA, California State University Sacramento

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

John Cortes
BA, University of California, Irvine

Jim Earley
MA, Rocky Mountain College of Art + Design

Tim Fries
Teaching Credential, State of California

Margie Garzon
M.Ed, Azusa Pacific University

Shelly Griffen
M.Ed, Antioch University, Santa Barbara

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

Alex Kohanim
BS, San Francisco State University

Gisela Martinez
AA, Ventura College
AS, Santa Barbara City College

Mariya Messier
BS, University of Plovdiv, Bulgaria

Wendy Sanchez
M.Ed, Concordia University

Rich Sigerist
AA, Ventura College
Teaching Credential, State of California

Carla Valdez
MA, California State University, Northridge

Mary Wilson
BA, Ripon College

School Information

Part-time Instructional Staff

Jane Advani
BS, Northland College

Cynthia Baum
BA/BS, California State University Channel Islands

Liz Brandt, *Yoga Instructor*

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

Edina Loskay-Kim
MA, MS, M.Ed, University of East London

Susan Martz
M.Ed, University of Pittsburgh

Christina Morelli
Teaching Credential, State of California

Eo Reveles
MA, Antioch University

Michael Ridge
MA, MS, M.Ed, Chapman University

Elizabeth Rossbacher, *Paraeducator*

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

Lynne Thurston
BS, Wayne State University

Maria Uribe
MA, Stockholms Universitet

Pam Williams
M.Ed, SOKA University of America

Angelina Yim
MA, University of California, Los Angeles

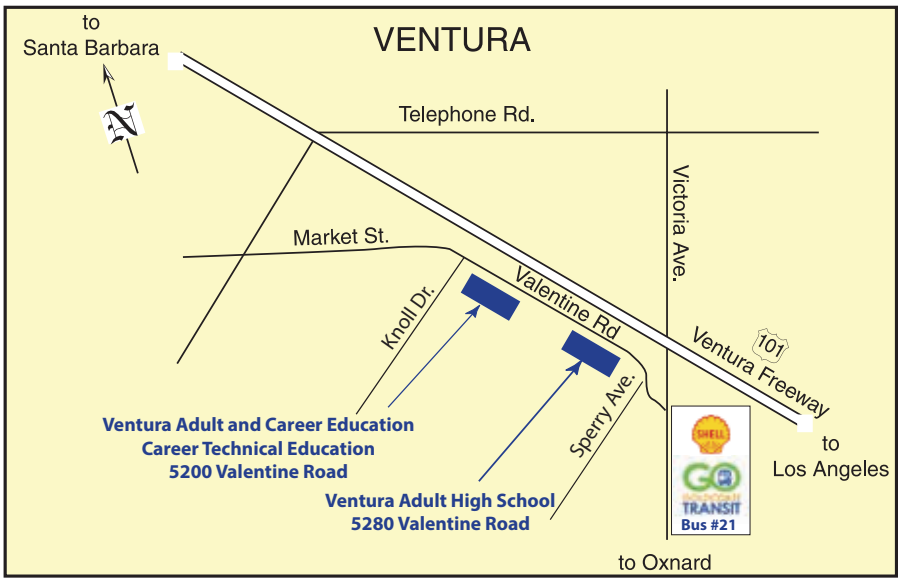
Susan Wrinkle
MA, California State University Fullerton

Support Staff

Frank Ayala, Custodian
Candace Arellanes, Office Assistant
Frank Gonzalez, Custodian
Lisa Chapman, School Support Secretary
Kendall Griffin, Attendance Technician
Valerie L. Gaona, Accountant
Sonali Mohandy, Paraeducator
Leticia Murillo, Senior Office Assistant
Myra Nunley, Financial Aid Technician
Javier Perez, Custodian
Jennie Romero, Paraeducator
Vicki Stiffler, Senior Office Assistant
Halyna Turchyn, Assessment Technician
Tetyana Turchyn, Medical Office Lab Assistant

Locations

Where to Find Us



VACE is a non-smoking campus.

Ventura Adult and Career 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, Test Prep and Career Readiness, and ESL/Citizenship Programs
5280 Valentine Road
8 am-5 pm, M-F
Phone: 805-289-1749
FAX: 805-289-7932

Class Locations

Annex	1440 N. Olive Street	Training for Independent Living	148 S. Palm Street
Buena High School	5670 Telegraph Road	Ventura Adult Education Center	5200-5280 Valentine Road
The Arc	295 Arcade Drive	Ventura Avenue Adult Center	550 N. Ventura Avenue
The Arc	5103 Walker Street	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.

2026 - 2027 Holidays and Events

Jun 19 - Jul 5, 2026 ..... Summer Recess CTE
Jul 27 - Aug 11, 2026 ..... Summer Recess HSD/HSE/ESL
Jul 3 ..... Independence Day
Aug 11 ..... No classes
Sep 4 ..... No classes
Sep7 ..... Labor Day
Sep 21 ..... No classes
Oct 26 -30 ..... Fall Recess
Nov 11 ..... Veterans' Day Observed
Nov 23-27 ..... Thanksgiving Holiday
Dec 21, 2026 - Jan1, 2027 ..... Winter Recess
Jan 4 ..... No classes
Jan 18 ..... Martin Luther King, Jr. Day
Feb 8 & 15 ..... Presidents' Days
Mar 26 - Apr 2 ..... Spring Recess
May 31 ..... Memorial Day Weekend
Jun 4 ..... No classes
Jun 18-30 ..... Juneteenth/Summer Recess

Ventura Adult and Career Education

Career Technical Education Programs

All of the Career Technical Education (CTE) certificate programs at Ventura Adult and Career 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 assistance 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.

Classes start:
10/6/26, 1/12/27, 3/9/27, 5/11/27.

Students can choose from 2 schedule options:

5 half-days/week: Mon-Fri 8:00 a.m. - 12 noon

3 full-days/week: Tu 8-4, Wed 8-3, Th 8-4

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

In-Person Approved for Veterans

Career Technical Education
Business and Accounting Programs

VACE's Business and Accounting Programs prepares students for real careers in bookkeeping, business administration, and accounting, offering three career-track pathways. Every track shares a common foundation — computer and internet fundamentals, business math, and full Microsoft Office proficiency — then builds outward with Communications training across both Microsoft and Google Suites and cloud tools, reflecting the mixed software environments students will actually encounter on the job. All three tracks also require AI Prompt Engineering as a core competency, positioning graduates ahead of where most business programs currently stand on technology readiness.

Accounting instruction deepens progressively as students move through the program, from Accounting Principles and Accounting 1 through Accounting 2 and 3, paired with hands-on training in QuickBooks Online, payroll accounting, and electronic calculator proficiency. The most advanced track layers this full accounting sequence with HR and business operations training, giving graduates technical depth comparable to advanced bookkeeping and entry-level finance roles — a step beyond general business administration training alone. Every pathway concludes with a capstone project and workforce readiness training, so students graduate having applied their skills to a real, comprehensive deliverable and feeling prepared for the practical expectations of the workplace.

Taken together, the program combines accounting depth, dual-platform software fluency, applied AI training, and project-based assessment — meeting core industry standards for business and accounting education while exceeding them in software breadth, AI readiness, and hands-on validation of student competency.

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

CBEDS CODE 4600 ACCOUNTING

Bookkeeping

30 weeks

Program Courses	Credits
Computer & Internet Fundamentals	2
Business Math	2
Microsoft Office Suite	6
AI Prompt Engineering	2
Accounting Principles	2
Accounting 1	1
Accounting 2	2
QuickBooks Online	2
Payroll Accounting	2
Workforce Readiness	1
Accounting Capstone Project	2
TOTAL	**24**

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:

VACE's Bookkeeping program prepares students for entry-level to intermediate bookkeeping and accounting-support careers. Students build a foundation in computer and internet fundamentals and business math, then develop full proficiency across the Microsoft Office Suite before advancing into accounting coursework — Accounting Principles, Accounting 1, and Accounting 2 — paired with hands-on training in QuickBooks Online and payroll accounting.

Students learn to prepare and process the everyday documents of a bookkeeping role: customer invoices, vendor bills, and purchasing forms, along with bank reconciliations, ledger posting, collections, and check issuance. Electronic calculator proficiency and AI Prompt Engineering round out the skill set, positioning graduates to use both traditional and emerging tools in the modern back office.

The program concludes with an Accounting Capstone Project and workforce readiness training, giving students a real, applied deliverable and practical preparation for an entry-level accounting or bookkeeping role.

> The accounting program was an amazing experience. The instructors were knowledgeable, patient, and always took the time to answer my questions. The open-door policy made it easy to get help whenever I needed it, which made my learning journey even better. I will always be thankful for this experience and highly recommend the accounting program to anyone looking to further their education.
>
> Melanie N.

For a complete list of program fees, see page 23

CBEDS CODE 4600 ACCOUNTING

Business and Accounting

45 weeks

Program Courses	Credits
Computer & Internet Fundamentals	2
Business English	2
Business Math	2
Microsoft Office Suites	6
Communications	3
AI Prompt Engineering	2
Accounting Principles	2
Accounting 1	1
Accounting 2	3
Accounting 3	3
QuickBooks Online	2
Payroll Accounting	2
HR	1
Workforce Readiness	1
Business Capstone Project	2
Accounting Capstone Project	2
TOTAL	**36**

Software:

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

Employment Opportunities:

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

Course Information:

VACE's Business and Accounting program is the most comprehensive of VACE's three business tracks, preparing students for full-charge bookkeeping and entry-level finance roles. Students build the same foundation as VACE's other business tracks — computer and internet fundamentals, business math, full Microsoft Office proficiency, Business English, and Communications — then progress through a complete accounting sequence: Accounting Principles, Accounting 1, Accounting 2, and Accounting 3, applying this knowledge through Sage 50 Accounting and QuickBooks Online, including a full payroll simulation covering quarterly and annual federal and state returns.

Students complete formal bank reconciliations, accrual accounting entries, closing and reverse entries, and prepare a full set of financial statements — giving graduates technical depth comparable to full-charge bookkeeping and entry-level finance roles, a meaningful step beyond VACE's Bookkeeping and Business Administration tracks. A dedicated HR course adds business-operations context beyond pure accounting, and AI Prompt Engineering is required coursework throughout.

The program concludes with both a Business Capstone Project and an Accounting Capstone Project, giving students two real, applied deliverables and thorough preparation for the practical expectations of the workplace.

> The Accounting program Instructor and her knowledgeable assistance was a worthwhile experience. The practice interview process with the Job Placement Counselor was extremely helpful and informative.
>
> *Alex B.*
> *Accounting Student*

For a complete list of program fees, see page 23

CBEDS CODE 4040 ACCOUNTING

Business Administration

30 weeks

Program Courses	Credits
Computer & Internet Fundamentals	2
Business English	2
Business Math	2
Microsoft Office Suites	6
Communications	3
AI Prompt Engineering	2
Accounting Principles	2
Accounting 1	1
HR	1
Workforce Readiness	1
Business Capstone Project	2
TOTAL	**24**

Software:

Microsoft programs including Windows, Word, Excel, and Access

Employment Opportunities:

Administrative Assistant, Office Assistant, Business Support Specialist, Front Office/ Receptionist, Administrative Coordinator

Course Information:

VACE's Business Administration program prepares students for entry-level business support and administrative roles, building a broad foundation in office, communication, and business fundamentals. Students begin with computer and internet fundamentals and business math, then develop full proficiency across the Microsoft Office Suite, paired with dedicated Business English and Communications coursework that builds the professional writing and interpersonal skills administrative roles require.

Students are introduced to core accounting concepts through Accounting Principles and Accounting 1, giving them working financial literacy without the full bookkeeping depth of VACE's other business tracks. A dedicated HR course introduces the personnel-side responsibilities common in administrative and office-support positions, and AI Prompt Engineering is required coursework throughout, preparing graduates to work confidently with modern workplace AI tools.

The program concludes with a Business Capstone Project and workforce readiness training, giving students a real, applied deliverable and practical preparation for an administrative or business-support role.

For a complete list of program fees, see page 23

Career Technical Education
Computer Systems Technology Programs

VACE's Computer Systems Technology programs prepare students for employment in computer support, information technology, and network security fields, with a strong emphasis on hands-on, real-world skill building. The two programs stack, allowing students to build from a strong technical foundation into a specialized networking and security credential — whether their goal is to become a Computer Repair Technician, Systems Administrator, or Cybersecurity Professional.

The Computer Support Technician track is the foundation level: students learn command-line fundamentals across Windows CMD, Linux Bash, and PowerShell, computer operating systems including Windows 11, hardware troubleshooting and repair, network installation, configuration, and administration, plus network concepts, TCP/IP fundamentals, printer fundamentals, virtualization, and basic Wi-Fi connectivity. Students gain the confidence to perform successfully in the workplace through significant hands-on time actually working with computers and solving real problems in class — not just reading about theory. The track concludes with preparation for the internationally recognized CompTIA A+ certification exam.

The Network Security Technician track builds on everything in the Computer Support Technician curriculum and expands significantly into networking and cybersecurity. Students learn to set up and manage both peer-to-peer and client-server networks, configure workgroups and Windows Server domains through Active Directory, and defend networks against real-world threats — covering firewalls, wireless security, incident response, digital forensics, and risk management.

Upon completing the Network Security Technician track, students prepare for two internationally recognized certifications: CompTIA A+ (validating hardware/OS expertise) and CompTIA Security+ (validating cybersecurity knowledge) — a combination that gives graduates a strong, competitive edge in the IT job market, positioning them for roles like Systems Administrator or Cybersecurity Professional.

"The Future Belongs to Those Who Believe in the Beauty of Their Dreams"
Eleanor Roosevelt

CBEDS Code 4633 Computer Repair and Support

Computer Support Technician

Financial Aid Available

30 Weeks

Program Courses	Credits
Job Placement Workshop & AI Competencies	1
Command Line Mastery: DOS, Linux Bash & PowerShell	3
Windows 11 Installation, Configuration & Support	3
PC Hardware Identification, Teardown & Assembly	3
Hardware Troubleshooting, Repair & Peripheral Setup	3
Networking I: Concepts, Cabling & Connectivity	3
Operating Systems, Security Basics & Mobile Devices	3
A+ Core 1 Exam Prep (220-1201)	2
A+ Core 2 Exam Prep (220-1202)	2
CST Capstone Project	1
TOTAL	**24**

Optional Course Enhancements:

CompTIA Network+ Exam Preparation

Employment Opportunities:

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

> 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*

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 (including Windows 11), computer hardware and software, and command-line skills across Windows CMD, Linux Bash, and PowerShell, and prepares students for the CompTIA A+ Core 1 (220-1201) and Core 2 (220-1202) certification exams. 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 Wi-Fi connectivity.

For a complete list of program fees, see page 23

CBEDS Code 4646 Network Security

Network Security Technician

Financial Aid Available

45 Weeks

Program Courses	Credits
Job Placement Workshop & AI Competencies	1
Command Line Mastery: CMD, Linux Bash & PowerShell	3
Windows 11 Installation, Configuration & Support	3
PC Hardware Identification, Teardown & Assembly	3
Hardware Troubleshooting, Repair & Peripheral Setup	3
Networking I: Concepts, Cabling & Connectivity	3
Operating Systems, Security Basics & Mobile Devices	3
A+ Core 1 Exam Prep (220-1201)	2
A+ Core 2 Exam Prep (220-1202)	2
Networking II: Routing, Switching & Network Services	2
Network Security, Firewalls & Wireless Defense	2
Windows Server, Active Directory & Enterprise Administration	2
Threats, Vulnerabilities & Security Architecture	2
Security Operations, Incident Response, Forensics & GRC	2
Security+ Exam Prep (SY0-701)	2
Security+ Capstone Project	1
TOTAL	**36**

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 program covers all of the material in the Computer Support Technician course and builds on it with expanded networking skills — including routing, switching, and network services — plus a comprehensive study of computer security, preparing students for the CompTIA Security+ (SY0-701) certification exam in addition to CompTIA A+. Topics include cryptography and PKI, network security design, wireless security, client and application security, mobile device security, threats and vulnerabilities, and risk management (GRC).

Students prepare for the CompTIA A+ (Core 1 220-1201, Core 2 220-1202) and CompTIA Security+ (SY0-701) 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 and cybersecurity fields.

For a complete list of program fees, see page 23

Career Technical Education Medical Programs

Medical Assistants are vital members of today's healthcare team, providing compassionate patient care while supporting physicians and healthcare providers in medical offices, clinics, and hospitals.

VACE offers three flexible Medical Assistant pathways: Front/Back Office Medical Assistant (45 weeks), Front Office Medical Assistant (30 weeks), and Back Office Medical Assistant (30 weeks). All programs require no prerequisites, and prepare students for immediate employment and national certification.

Students receive hands-on training in vital signs, injections, venipuncture, laboratory procedures, ECGs, patient care, medical terminology, anatomy and physiology, pharmacology, infection control, electronic health records (EHR), insurance billing, medical coding, medical law and ethics, and healthcare professionalism. Interactive simulations, virtual labs, and patient case studies prepare students to excel in today's healthcare environment.

Graduates are eligible to sit for the Certified Clinical Medical Assistant (CCMA) and National Certified Medical Assistant (NCMA) certification exams. Career readiness workshops, job placement assistance, and Nonviolent Crisis Prevention and Intervention (NCPI) training ensure graduates enter the workforce as skilled, compassionate, and highly prepared healthcare professionals.

Front Office Medical Assistant students specialize in scheduling, medical records, insurance processing, billing, coding, EHR/EMR systems, customer service, and healthcare office operations.

Back Office Medical Assistant students focus on direct patient care, including clinical procedures, laboratory testing, medication administration, venipuncture, ECGs, and assisting providers during examinations and minor procedures.

Front/Back Office Medical Assistant students complete the full clinical and administrative curriculum, preparing them to perform confidently in both patient care and medical office operations.

"Wherever the art of medicine is loved, there is also a love of humanity."
— Hippocrates

"What matters in life is not what happens to you but what you remember and how you remember it."
— Gabriel García Márquez

CBEDS Code 4275 Medical Office

Back Office Medical Assistant

Financial Aid Available

30 weeks

Program Courses	Credits
Anatomy and Physiology	4
Computer and Internet Fundamentals	1
HIPAA/Electronic Medical Records Lab	1
Medical Assistant Skills 1	2
Medical Assistant Skills 2/CPR and SFA	2
Medical Assistant Theory/ Law and Ethics	4
Medical Filing	1
Medical Terminology	4
Microsoft Office Suite	1
Pharmacology 1	2
Venipuncture and Skin Puncture Fundamentals	1
Workforce Readiness	1
TOTAL	**24**

Optional Course Enhancements:

Medical Billing Fundamentals

Software:

Body ANAMT3D & EHR Clinic, Microsoft Suite, EHR Go, Typing.com

Employment Opportunities:

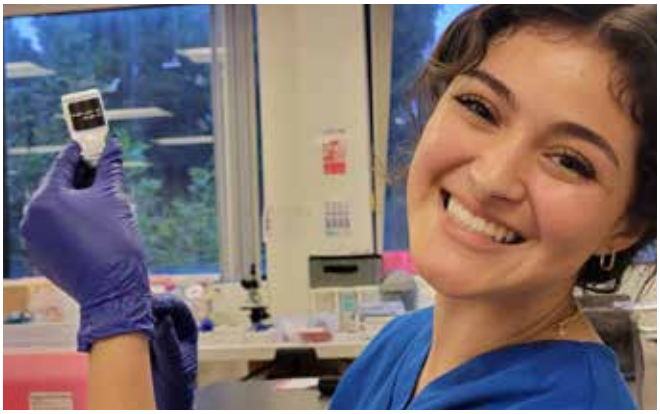
Back Office Medical Assistant
Chiropractic Assistant
Optometric Assistant
Veterinary Assistant

Course Information:

Back Office Medical Assistants work directly with patients and healthcare providers in medical offices, clinics, and other outpatient settings. They play an essential role in preparing patients for examinations, assisting with procedures, performing clinical tasks, and promoting a safe, compassionate patient-care environment.

The Back Office Medical Assistant curriculum emphasizes hands-on clinical training, including measuring vital signs, obtaining patient histories, preparing examination rooms, assisting with physical exams and minor procedures, administering injections, performing venipuncture and laboratory testing, conducting ECGs, sterilizing instruments, and following infection-control and safety protocols. Students also study medical terminology, anatomy and physiology, pharmacology, medical law and ethics, clinical documentation, and emergency response.

Graduates are prepared to pursue nationally recognized certifications, including the Certified Clinical Medical Assistant (CCMA) and National Certified Medical Assistant (NCMA). Students also complete Nonviolent Crisis Prevention and Intervention (NCPI) training to strengthen their communication, de-escalation, and patient-safety skills.



For a complete list of program fees, see page 23

CBEDS Code 4274 Medical Insurance Billing and Coding

Front Office Medical Assistant

Financial Aid Available to those who qualify

30 weeks

Program Courses	Credits
Business English	1
CAPSTONE PROJECTS	3
Computer and Internet Fundamentals	1
Computers in the Medical Office/ EMR / HIPAA	2
Health Care Communication Skills	1
Medical Assistant Theory / Law and Ethics	2
Medical Coding / BIlling	4
Medical Records Management	2
Medical Terminology	4
Microsoft Office Suite	2
Pharmacology 1	1
Workforce Readiness	1
TOTAL	**24**

Software:

Microsoft Suite, EHR Go, Typing.com

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 23

CBEDS Code 4275 Medical Office

Front/Back Office Medical Assistant

45 weeks

Program Courses	Credits
Anatomy and Physiology	4
Business English	1
CAPSTONE PROJECTS	3
Computer and Internet Fundamentals	1
Computers in the Medical Office/EMR / HIPAA	2
Health Care Communication Skills	1
Medical Assistant Skills 1	2
Medical Assistant Skills 2/CPR and SFA	2
Medical Assistant Theory / Law and Ethics	4
Medical Coding/ Billing	4
Medical Records Management	2
Medical Terminology	4
Microsoft Office Suite	2
Pharmacology 1	2
Venipuncture and Skin Puncture Fundamentals	1
Workforce Readiness	1
TOTAL	**36**

Software:

Body ANAMT3D & EHR Clinic, Microsoft Suite, EHR Go, Typing.com

Employment

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

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 23

CBEDS Code 4260 Introduction to Pharmacy

Pharmacy Technician

Financial Aid Available to those who qualify

30 weeks

Program Courses	Credits
Calculations	2
Federal Law, Aseptic Techniques and Pharmacy Operations	3
Medication Review	3
Medical Filing Fundamentals	1
Microsoft Office Suite	2
Pharmacy Clinical Skills 1	2
Pharmacy Clinical Skills 2 / CAPSTONE PROJECTS	3
Pharmacy Medical Terms, Abbreviations, Symbols	2
Pharmacy Technician Billing / Communications	2
Pharmacy Technician Theory	3
Workforce Readiness	1
TOTAL	**24**

Software:

Microsoft Suite, EHR Go, Typing.com

Employment Opportunities:

Pharmacy Technician
Pharmacy Assistant
Pharmacy Clerk
Pharmacy Driver Employment Opportunities:
Pharmacy Technician
Pharmacy Assistant
Pharmacy Clerk
Pharmacy Driver

Approx. additional cost to student:

Live Scan Fingerprint:	$89.00
2x2 Photo:	$15.00
Practitioner Self-Query:	$16.00
License (if online verification is not available)	$120.00

Note: A high school diploma or GED is required to register as a Pharmacy Technician. As part of the process, fingerprints are submitted to government agencies for a background check. These additonal fees are not included in the cost of the training program.

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.

For a complete list of program fees, see page 23

Career Technical Education Program Fees

- Financial Aid available to those who qualify (see page 24)
- 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
- Classes start **10/6/26, 1/12/27, 3/9/27, 5/11/27**

	Reg Fee	Hours	Weeks	Credits	Course Fees	Books	Misc.	Test Fees	Total
COMPUTER SYSTEMS TECHNOLOGY PROGRAMS									
Computer Support Technician	$10.00	720	30	24	$4,500	$107.22	$720.84	$258.00	$5,596.06
Network Security Technician	$10.00	1080	45	36	$6,750	$160.83	$869.84	$548.00	$8,338.67
MEDICAL PROGRAMS									
Back Office Medical Assistant	$10.00	720	30	24	$4,500	$680.12	$687.33		$5,877.45
Front/Back Office Medical Assistant	$10.00	1080	45	36	$6,750	$1,141.99	$687.33		$8,589.32
Front Office Medical Assistant	$10.00	720	30	24	$4,500	$1,111.62	$656.26		$6,277.88
Pharmacy Technician	$10.00	720	30	24	$4,500	$442.12	$656.26	**	$5,608.38
BUSINESS AND ACCOUNTING PROGRAMS									
Bookkeeping	$10.00	720	30	24	$4,500	$874.14			$5,384.14
Business Administration	$10.00	720	30	24	$4,500	$506.25			$5,016.25
Business and Accounting	$10.00	1080	45	36	$6,750	$933.55			$7,693.55
FOOD SERVICE AND HOSPITALITY PROGRAMS									
Food Service and Hospitality	*	167	-	-	$0.00	$0.00			

** The Food Service and Hospitality programs are currently only offered to inmates 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.*

*** Pharmacy Technician approx. additional cost to student: Live Scan Fingerprint: $89.00; 2x2 Passport Photo: $15.00; Practitioner Self-Query: $16.00; License $120.00*

Important Information

Prices include lab materials, software, and books.

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) at **www.studentaid.gov**.

For information contact:

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

Student Eligibility Requirements:

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- 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 Career 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 2026-2027 is $7,395, based on a program of instruction that is 24 credits and 30-weeks. 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.

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 2026/2027 at FAFSA on the Web at **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 2026-2027 Award Year, the FAFSA will use 2024 income as well as the "parent's 2024 income for a dependent student".
- **ADD the Ventura Adult and Career 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 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.**

Financial Literacy

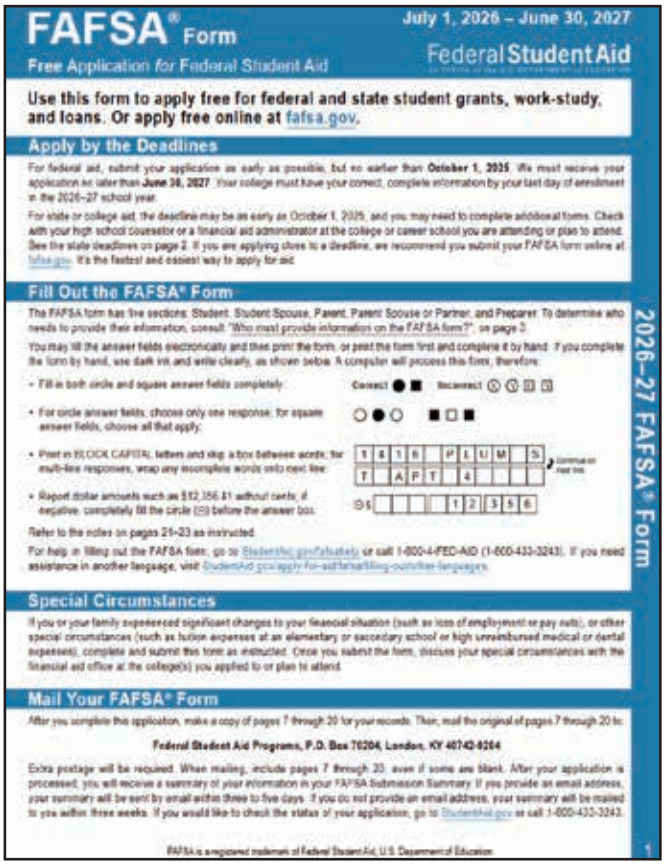
VACE provides training on Financial Literacy for students.

Scholarships

Scholarships are available on a limited basis.

Tuition Assistance

Payment plans are available at 0% interest.


FAFSA® Form
July 1, 2026 – June 30, 2027
Free Application for Federal Student Aid
Federal Student Aid
Use this form to apply free for federal and state student grants, work-study, and loans. Or apply free online at fafsa.gov.
Apply by the Deadlines
Fill Out the FAFSA® Form
Special Circumstances
Mail Your FAFSA® Form
2026–27 FAFSA® Form

FAFSA forms are filled out online. Sample above.

Adult Secondary Education: High School Diploma, High School Equivalency, and Test Prep and Career Readiness Programs

The following programs are not accredited by the Council on Occupational Education and do not qualify students for Title IV federal financial aid.

High School Diploma and High School Equivalency Programs

At Ventura Adult and Career 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, Test Prep & Career Readiness

High School Program Diploma

Our High School Diploma program at Ventura Adult and Career 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 Career Education graduations requirements are outlined in the chart below.

Requirements for VACE High School Diploma

High School Subject Area / Credits	
English	40
Mathematics	30
Science	20
Social Science	40
US History	
World History	
Economics	
American Govt.	
Arts/CTE/Lang	20
Health	5
College and Career	5
TOTAL CREDITS	160

High School Equivalency Exam Preparation

Ventura Adult and Career 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 Career 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.

Test Prep & Career Readiness

If you need to strengthen your academic skills for a specific goal — whether that's passing a test, getting a job, or moving ahead in your career — these free classes can help.

This program is a good fit if you're preparing for the Armed Services Vocational Aptitude Battery (ASVAB), community college placement tests, professional or career exams, or CTE certification assessments. Classes cover reading, math, writing, and computer skills for test-taking, with instruction tailored to your specific goal.

High School Diploma, High School Equivalency, Test Prep & Career Readiness

Program areas include reading and math skill-building, structured writing practice with feedback, computer skills for academic and professional settings, ASVAB preparation, and career and technical education support for English learners focusing on both career preparation and academic improvement.

If you have a specific test or goal not listed here, contact VACE to see if we can help. We are dedicated to accommodating your educational needs and exploring possible resources that can be provided.

There are no academic requirements to enroll. Classes are open to anyone 18 or older who is not currently attending a K-12 school. In-person and hybrid options are available, with weekly start dates.

Ventura County Library READ Adult Literacy Program

VACE hosts the Ventura County Library's READ Adult Literacy program, which offers free one-on-one and small group tutoring for adults who want to practice basic reading, writing, and English skills. The program is learner-driven and volunteer-supported, and partners with adults over 18 to build confidence, work toward employment or continuing education, and reach personal learning goals. If you're interested, ask about it when you visit.

Registering for the High School Diploma, High School Equivalency, or Test Prep & Career Readiness 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 Career 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

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 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
- Career Planning and Job-Seeking Skills
- Keyboarding

Registration is easy!

- Enroll in-person at VACE's Administrative Office

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.

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 Career Education, the Ventura County Area Agency on Aging, and the City of Ventura. Funding is provided by the Ventura County Adult Education Consortium.

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 11), Internet Communications/Research, Microsoft Office 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.

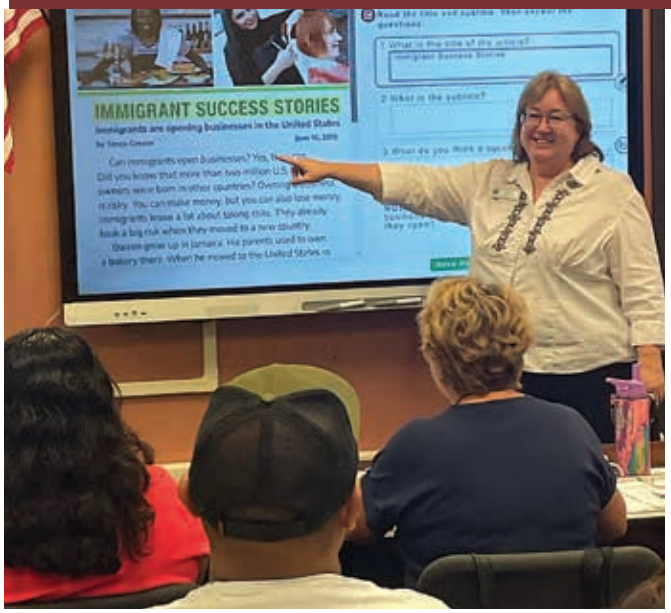
Schedule for In-person WDA Classes:

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



The following programs are not accredited by the Council on Occupational Education and do not qualify students for Title IV federal financial aid.

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.

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 English	MTWTh	6 pm - 9 pm
Advanced English	MW	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: **9/10/26-11/19/26, 1/7/27-3/11/27, 3/18/27-6/3/27**

Instructor	Location	Room	Days	Time
Stouthamer	5280 Valentine Rd.	229	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

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.

The following classes are not accredited by the Council on Occupational Education and do not qualify students for Title IV federal financial aid.

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 Online 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 Online 2019 course. The QuickBooks Online 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 Online 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

Computer-Aided Design 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 ttend 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.

Community Enrichment Classes

Textbook: AutoCAD 2024 Instructor by James A. Leach and Shawna Lockhart

Print ISBN: 978-1-63057-541-0, eBook ISBN: 978-1-63056-767-5.

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 3D Design

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.

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

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.

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.

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 Career 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

Concert Band

Ventura County Concert Band

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.

2026–27 FREE CONCERTS

Sundays at 3:00 pm at

Ventura High School Auditorium

11/8/26: Veteran's Day Concert

1/3/27: Around the World in 80 Minutes

3/28/27: Storytime

6/6/27: Ad Astra

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.

The following classes are not accredited by the Council on Occupational Education and do not qualify students for Title IV federal financial aid.

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

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

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

Fee: $120 per 10-week session

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: $50 Session Fee plus $10 registration fee

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

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

Gentle Stretch Yoga at VACE

Looking to find more relaxation and less pain in your life? Join us for 55 minutes of whole-body movement with an emphasis on breathe and deep, slow stretches. All levels welcome - great for beginners. Mats, blocks and blankets provided or bring your own. Drop in to try a class. $12 drop in fee and a $10 annual VACE registration fee.

Fee: **$12 per class**, plus annual reg fee $10. Staff and students no charge.

Summer Session: July 13, 2026 - Aug 5, 2026

Instructor	Location	Room	Days	Time
Brandt	5200 Valentine Road	104	M	9:00 am - 10:00 am
Brandt	5200 Valentine Road	104	T	5:00 pm - 6:00 pm
Brandt	5200 Valentine Road	104	Th	5:00 pm - 6:00 pm
Brandt	5200 Valentine Road	104	F	9:00 am - 10:00 am

Fall Session: Sept 9, 2026 - Nov 19, 2026

Winter Session: Jan 6, 2027 - Mar 11, 2027

Spring Session: April 7, 2027 - June 10, 2027

Instructor	Location	Room	Days	Time
Brandt	5200 Valentine Road	104	M	12:00 pm - 1:00 pm
Brandt	5200 Valentine Road	104	T	5:00 pm - 6:00 pm
Brandt	5200 Valentine Road	104	W	5:00 pm - 6:00 pm
Brandt	5200 Valentine Road	104	F	12:00 pm - 1:00 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 hygeine, 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

Calendars

CTE WDA Jail

July 2026 - June 2027

July 2026 (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	

August 2026 (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					

September 2026 (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			

October 2026 (17)

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 2026 (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					

December 2026 (14)

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	39	30	31		

July

1-3	No Classes
3	Independence Day Closed

August

10-11	No Classes –Inservice

September

4	No Class
7	Labor Day
21	No Class

October

26-30	Fall Break

November

11	Veterans Day
23-27	No Classes
27	Thanksgiving Day

December

21-31	Winter Break

January

1	Winter Break
4	No Classes - Inservice
18	M.L. King Day

February

8, 15	Presidents' days

March

26	Holiday
29-31	Spring Break

April

1-2	Spring Break

May

31	Memorial Day

June

4	No Classes/Post Service
	Proposed Summer Session
18	Juneteenth
21-30	Summer Break

VACE

805 289-1749 ext:1230

January 2027 (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	39	30
31						

February 2027 (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	27	24	25	26	27
28						

March 2027 (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			

April 2027 (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 2027 (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 2027 (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			

Pre/Post Service Days – No Students

revised 4/8/2025 JA

Calendars

VENTURA ADULT AND CAREER EDUCATION

HSD HSE ABE ESL

July 2026 - June 2027

July 2026 (17)

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 2026 (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 2026 (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			

October 2026 (17)

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 2026 (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					

December 2026 (14)

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	39	30	31		

Proposed Summer Sessions

July	
1-24	Proposed Summer Session
3	Independence Day Closed
27-31	Summer Break
August	
3-7	Summer Break
10-11	No Classes –Inservice
September	
4, 7	Labor Day Break
21	Non-Student Contact
October	
26-30	Fall Break
November	
11	Veterans Day
23-27	No Classes
27	Thanksgiving Day
December	
21-31	Winter Break
January	
1	Winter Break
4	No Classes - Inservice
18	M.L. King Day
February	
8, 15	Presidents' days
March	
26	Holiday
29-31	Spring Break
April	
1-2	Spring Break
May	
31	Memorial Day
June	
5	No Classes/Post Service
7-30	Proposed Summer Session
18	Juneteenth

VACE

805 289-1749 ext:1230

January 2027 (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	39	30
31						

February 2027 (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	27	24	25	26	27
28						

March 2027 (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			

April 2027 (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 2027 (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 2027 (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			

Pre/Post Service Days – No Students

revised 4/8/2025 JA

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

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

Ventura Unified School District Policy on Bullying BP §5131.2

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

The Governing Board affirms the right of every student to attend a school that is safe and secure.

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

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

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

Definition

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

The electronic act is defined as the transmission of a communication, including, but 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 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 Career Education maintains a Comprehensive School Safety Plan (CSSP) as required by Education Code 32282-32289. The contents of the CSSP include at a minimum, information assessing the current status of school crime committed on the school campus

and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. You may access the CSSP on the school's website at www.adultedventura.edu or in the VACE office. Evacuation plans and procedures are posted throughout the campus and can be found online in the CSSP.

Family Educational Rights and Privacy Act (FERPA)

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

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.

Career Technical Education

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.

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

VACE Instruction hours are:
5 half-days/week: Mon-Fri 8:00 a.m. - 12 noon
3 full-days/week: Tu 8-4, Wed 8-3, Th 8-4

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:
Students are expected to attend every scheduled class.

VACE is designed to instruct adult students in vocational training programs that will support the students job-related goals. One major factor in achieving this goal is attendance. VACE is a vocational 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 should reflect your commitment to a job. Your attendance is critical to the success of your VACE/CTE program. **The attendance policy permits a maximum of 5 total absences per Evaluation Period. The attendance policy permits a maximum of 2 unexcused absences per Evaluation Period.** An Evaluation Period is equivalent to 15 weeks of scheduled instruction. Regardless of the reason for an absence, students are not excused from the work they missed. They must ask for any materials given out in their absence and make up any missed assignments in a timely manner. Unless there are extenuating circumstances, any missed work should be completed before the end of the current evaluation period.

Absences should be limited to personal illness, medical appointments that cannot be scheduled outside of class, illness of family member you care for, family emergencies, jury duty or court appearance (verification required), verified childcare emergency. **See our student handbook for more details.**

VACE Career Technical Education Offerings

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

VACE's Career Technical Education Admission Policies

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

Students who do not have high school diplomas, GED®, or other high school equivalent certificates may enroll in VACE's high school diploma program or equivalency test preparation courses prior to enrollment in CTE programs. Ventura Adult and

Career 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.)

Registration and Enrollment

The first step to becoming a student in a CTE program at VACE is to attend an information session and/or meet with the Program Counselor. Classes start approximately 5 times per year and enrollment is subject to availability of space. See the catalog for current start dates. Student support and job placement services are included in the program cost.

It is recommended that students start the registration process 3-6 weeks before classes begin. Students are officially enrolled when they attend their first class.

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 Business Programs to Medical Programs) must be approved by the instructor of the career program area to which they are transferring and by the counselor or administrator. If the students are changing from one program of study to another and receiving assistance from agencies, the student must receive permission from their sponsoring agencies prior to making transfers. Once approved, the counseling staff completes new registration forms to be processed by school administration 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 transferrable 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 Career 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 Career Education's Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw or are dropped 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 Career 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 WEEKS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED WEEKS, the institution shall refund 50% of the tuition;
- After the first 50% of the SCHEDULED WEEKS, 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" condition and returned within 10 days after withdrawal, 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 Staff 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.

Grading Systems

Ventura Adult and Career 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 Career Education is a smoke-free facility. There is **no smoking** on the campus including the parking lots.

Testing Services Available

NCCT Testing Center

Ventura Adult and Career Education provides Medical Assistant certification testing services through the National Center for Competency Testing. Ventura Adult and Career 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 805-289-1744, for further information.

Testing Dates and Times:

- **July 13, 2026 at 6pm**
- **September 14, 2026 at 6pm**
- **November 16, 2026 at 6pm**
- **January 11, 2027 at 6pm**
- **March 15, 2027 at 6pm**
- **May 17, 2027 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 Career 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
- 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

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Life Skills and Functional Academics 38
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Yoga – Healthy Living Through Yoga.....37

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.

Sally S.
Accounting Student

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

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

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

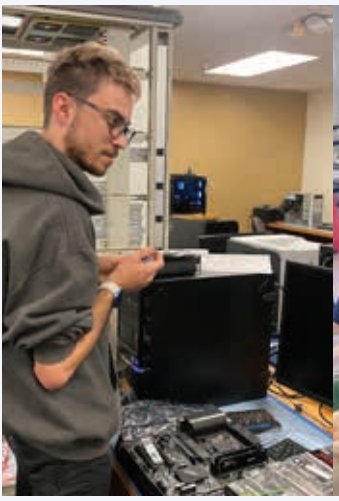
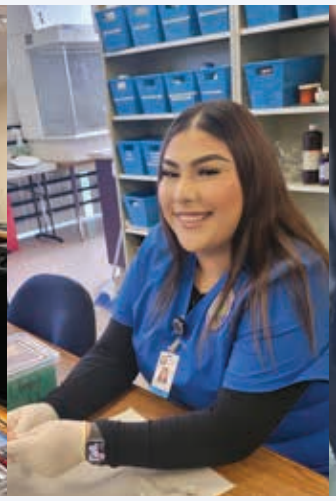
The best part of my experience at VACE was learning a new technical skill in Computer Financialized Accounting, while also brushing up on my previous experience. The joy of learning a new way of doing something never goes away and VACE provides that experience every step of the way.

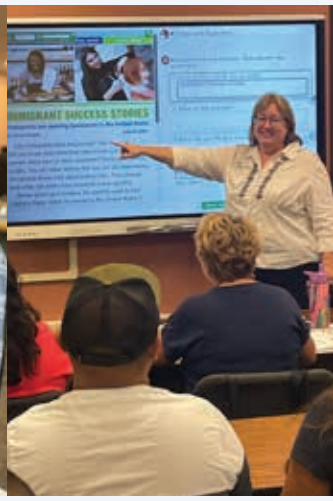
Alex C.
Accounting Student

VENTURA ADULT AND CAREER EDUCATION

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
- Programs for Adults with Disabilities



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