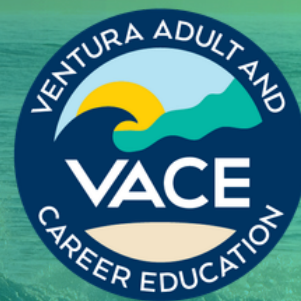


BUSINESS ADMINISTRATION PROGRAM



PROFESSIONAL CERTIFICATION PROGRAM

Business Administration students build a broad foundation in office and business fundamentals – computer basics, business math, and full Microsoft Office proficiency – paired with Business English and Communications coursework. The program also covers Accounting Principles and Accounting 1, HR fundamentals, and required AI Prompt Engineering, concluding with a Business Capstone Project.

Business Administration students gain hands-on experience with the software tools used in today's offices. Training includes the Microsoft Office Suite, Google Workspace, and OneDrive for document creation, collaboration, and cloud-based file management, along with an introduction to AI tools and certification through the program's AI Prompt Engineering course.

Curriculum Includes:

- Computer & internet fundamentals
- Business math
- Microsoft Office Suite
- Business English & Communications
- Accounting Principles & Accounting 1
- HR fundamentals
- AI Prompt Engineering

Course Titles:

- Accounting Principles
- Accounting 1
- AI Prompt Engineering
- Business Capstone Project
- Business English
- Business Math
- Communications
- Computer and Internet Fundamentals
- HR
- Microsoft Office Suite
- Workforce Readiness

Program Length: 30 WEEKS

Start	5 Times per year
Tuition	\$4,500
Books	\$506.25
Materials/Tests	N/A
Registration	\$10.00
Total Cost	\$5,016.25

Job Possibilities for Graduates:

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



FAQ: FREQUENTLY ASKED QUESTIONS

PROFESSIONAL CERTIFICATION PROGRAMS

Receiving Unemployment? CalWORKS?

VACE is an approved training provider for WIOA, EDD, CalWORKS, and the California Department of Rehabilitation. Most programs are approved for Veterans. VACE also accepts Workers' Compensation Vouchers.

When are Classes?

Students are expected to attend classes on-campus for 20 hours/week. 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

When can I start?

Start dates are staggered throughout the year. The start dates for the 2026-2027 school year are Oct. 6, Jan 12, Mar. 9, and May 11.

What are the requirements for admission?

VACE provides students with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

You must be at least 18 years old and have a high school diploma or equivalent. Diplomas from foreign countries must be evaluated for equivalency before admission.

Prospective students must meet with a VACE counselor, have CTE objectives, and benefit from training. Some programs have prerequisites.

Which program is best for me?

Our program counselors can help you figure that out, including giving you resources for career exploration.

How do I enroll?

Call (805) 289-1744, set up a counseling appointment in our front office, or register online to attend an information session.

When will I finish?

After determining the length of your program you can determine your end date using a school calendar. From your start date, count how many weeks of instruction there are, excluding holidays and school breaks. Your Program Counselor can also give you this information.

What if I need more time?

Reasonable time extensions are possible. Students whose training is sponsored by a referring agency must follow the agency's guidelines.

What if I finish early?

With instructor approval students may request an early graduation. Students must always pass all competencies before graduation and attend a minimum number of weeks of instruction which varies by program.

Is job placement assistance included?

Yes! Students complete job placement workshops, individual resume consultation and a one-on-one practice interview.

How much does it cost?

VACE is a public school and tuition is based on an hourly rate multiplied by the program length. All program costs are listed in the school catalog.

Is financial aid available?

Yes! Financial aid, including Pell grants (not loans), is available to those who qualify for almost every program. The VACE program counselor or our in-house financial aid technician can answer questions and help with the application process.

Are there payment plan options?

Yes! Zero-percent interest on all private payment plans.

