

Invest in your future



**Gain Valuable Skills Fast
More Opportunities
Higher Wages**

**Financial Aid available to those who qualify
Approved for veterans**

Career training that gets the job!

**Ventura Adult and Continuing Education
Technology Development Center**

5200 Valentine Road, Ventura, California

(805) 289-1744

www.AdultEdVentura.edu

You're invited to stop by for a tour of our center any time!

Technology Development Center

Accounting Programs

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

Business Programs

Administrative Assistant
 Business Administration
 Business Administration and Management
 Business Manager/World Wide Web
 Customer Service Representative/Collections
 Human Resource Management
 Legal Secretary
 Microsoft Office Basics

Computer Applications/Graphics

Computerized Marketing Support Technician
 Computerized Office Professional
 *Graphics Design (Fast Track)
 Graphics Designer for Web
 Web Business Graphics/Desktop Publishing

*Check out our 16-week "Fast Track" Programs for motivated people who need to gain skills quickly.

Computer Systems Technology

Computer Support Technician (A+ Certification)
 Microsoft Certified Systems Administrator
 Network Support Technician (A+ & NET+ Certification)

Computer Aided Drafting and Design

Computer-Aided Design Technician
 *Computer-Aided Design Technician (Fast Track)
 Solid Works Technician

Digital Multimedia Technology

Digital Multimedia Technician
 Studio Production Technician

Medical Front and Back Office

Back Office Medical Assistant
 Front Office Medical Assistant
 Front/Back Office Medical Assistant
 Medical Receptionist
 Pharmacy Technician
 Phlebotomy
 Physical Therapy Aide

Evening Course Offerings 2012/2013

Summer Quarter starts July 9, 2012; Fall Quarter starts September 24, 2012; Winter Quarter starts January 15, 2013; Spring Quarter starts March 26, 2013 • Call 289-1744 for more information

Career Preparation Classes - Fee Based

Class	Teacher	Quarterly Fees*	Days	Time
Accounting Fundamentals/QuickBooks Pro	Akkerman, Karl	\$125 per 10-week session plus cost of book	T	6:00 pm - 9:00 pm
Adobe Photoshop Basics	Wieser, Terry	\$125 per 10-week session plus cost of book	W	6:00 pm - 9:00 pm
AutoCAD Basics/Intermediate	Huston, Dennis	\$125 per 10-week session plus cost of book	T	6:00 pm - 9:00 pm
AutoCAD Intermediate	Huston, Dennis	\$125 per 10-week session plus cost of book	M	6:00 pm - 9:00 pm
Revit Architecture 2012 Basics	Collins, Scott	\$125 per 10-week session plus cost of book	W	6:00 pm - 9:00 pm
Solid Works Basics/Intermediate	Huston, Dennis	\$125 per 10-week session plus cost of book	Th	6:00 pm - 9:00 pm
Beginning Microsoft Word Class	Schuette, Jan	\$95 per 3-week session plus cost of book	M	6:00 pm - 9:00 pm
Beginning Microsoft Excel Class	Schuette, Jan	\$95 per 3-week session plus cost of book	W	6:00 pm - 9:00 pm
Computer and Business Classes	Schuette, Jan	\$75 per 10-week session plus cost of book	T	6:00 pm - 9:00 pm
	Young, Claudia	\$75 per 10-week session plus cost of book	Th	6:00 pm - 9:00 pm
Graphic Design Workshop	Yeomans, Kathy	\$125 per 10-week session plus cost of book	Th	6:00 pm - 9:00 pm
Medical Office Classes	Wilmoth, Jo	\$95 per 10-week session plus cost of book	W	6:00 pm - 9:00 pm
Phlebotomy, Basic Didactic Instruction	Resler, Debe	\$450 per 5-week session plus externship (book cost not included in fee)	TTh	6:00 pm - 9:15 pm
Phlebotomy, Advanced Didactic Instruction	Loest, John	\$450 per 5-week session plus externship (book cost not included in fee)	TTh	6:00 pm - 9:15 pm

*Quarterly fees do not include \$10 Annual Registration Fee per class.

Registration Information

To register for class, call us at (805) 289-1744 or visit the Ventura Adult and Continuing Education Office at 5200 Valentine Road, Ventura. There may be a \$10 registration fee in addition to the fees listed with each class. We accept Visa and MasterCard. Classes subject to cancellation if there is not sufficient registration.

Technology Development Center career path courses are generally held during the day, and the complete catalog of available courses is available on our web site at www.adultedventura.edu. You can schedule an appointment to speak with our resource staff for further information on the career programs. Financial Aid available to those who qualify; also approved for veterans.

