

### Programs and Courses Offered at VCEC

- Bilingual Computer Training
- Bookkeeping
- Computer Training and Keyboarding
- Child Development
- Computer Office Assistant
- English as a Second Language (ESL)
- Medical Office Assistant
- Personal Care Provider
- Phlebotomy
- General Education and A-G Transfer Courses

### Services Offered at VCEC

- Academic and Career Counseling
- Admissions and Records
- Math & English Assessment
- Financial Aid Applications and Assistance
- EOPS Services and Counseling
- Educational Assistance Center Services and Counseling
- Supplemental Instruction - in-class tutoring

### Library and Learning Resource Center at VCEC

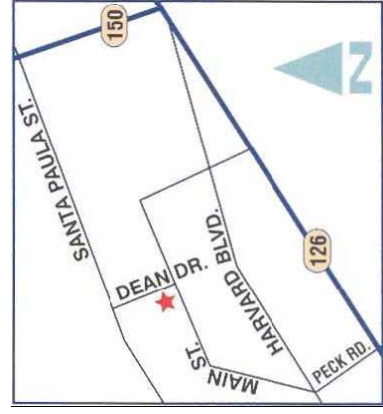
- Full access to the Ventura College library
- Over 40 computers with high speed Internet running latest software
- Textbook Lending Library
- GED Preparation software
- Free tutoring
- WorkKeys Certificate and Key Training for employment

### East Campus Phone Numbers

- Direct Number..... 525-7136
- Coordinator ..... ext. 6587
- Administrative Assistant .....ext. 6585
- Admissions and Records..... ext. 6589
- Counseling Appointments.....ext. 6580
- Learning Resource Center (LRC) ..... ext. 6590
- Matriculation and Career Center.....ext. 6581

### Important Ventura College Numbers

- Admissions and Records..... 654-6457
- Bilingual Services..... ext. 6484
- Bookstore .....ext. 6485
- Career Center.....ext. 6411
- Counseling.....ext. 6488
- Educational Assistance Center (EAC) ..ext. 6300
- Extended Opportunity Programs and Services (EOPS) .....ext. 6302
- Financial Aid Office .....ext. 6369
- International Student Center..... ext. 6313
- Learning Resource Center (LRC) .....ext. 6320
- Re-Entry Center ..... ext. 6365



# VCEC

*STAY CLOSE, GO FAR!*



## Ventura College East Campus

115 Dean Drive  
Santa Paula, CA 93060

Telephone: (805) 525-7136

Fax: (805) 647-1801  
ecinfo@vcccd.edu

www.venturacollege.edu/eastcampus

# VCEC

### **Bookkeeping Proficiency Program**

Learn the fundamentals of recording financial transactions for employment in private or corporate industries.

Train in accounting, payroll accounting, computerized accounting, business calculations using a calculator and business calculations using Excel.

### **Child Development**

This program offers opportunities for learning about and developing skills for teaching young children. Students study the growth and development of children from birth and how to plan and arrange environments and activities to meet children's emotional, intellectual, physical and social needs.

### **Computer Office Assistant Certificate (BUS V99A-D)**

Learn office support and computer skills to be competitive in today's job market.

Train in keyboarding, Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook, QuickBooks, 10-Key Calculating, business math, Desktop Publishing, records management, business English, and job search and interview techniques.



### **Computer Training Classes**

- Keyboarding
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Internet, web, and e-mail
- Introduction to computers and Windows
- Bilingual Computer Training

### **English as a Second Language (ESL)**

Students whose first language is not English acquire the listening, speaking, reading and writing skills needed to function at work and in the community and to succeed in regular college courses. There are multiple levels of classes, from beginning to advanced, to meet the needs of every student who wants to learn English.



### **General Education and A-G Transfer Courses**

The East Campus offers a variety of general education courses for students who are working towards a Bachelor's Degree, an Associate's Degree, or a Certificate of Achievement. Courses change from semester to semester and may include, American Sign Language, art, criminal justice, English composition, health education, history, math, psychology, sociology, Spanish, and physical education.

### **Medical Assistant (BUS V28 A-B, BUS V97)**

Prepare for entry-level positions as either a



front-office or back-office medical assistant. The course covers general skills including medical ethics, medical terminology, basic anatomy and physiology, basic pharmacology, computer skills, and a review of basic English skills. It also includes front-office skills such as scheduling, communication skills, billing and collections, medical insurance, medical records and filing. The course provides back-office skills training in asepsis, drug administration, exam preparation and assisting, vital signs, basic lab testing and emergency first aid.

### **Personal Care Assistant**

Learn the fundamentals of assisting elderly or disabled adults with daily living activities. This course reviews basic health care related tasks, administering bedside and personal care, planning meals and diets, maintaining records of patient care, condition, progress or problems, as well as providing emotional support to patients and families.

### **Phlebotomy (BUS V23, BUS V24, BUS V95)**

Phlebotomists are trained to perform blood draws for laboratory testing purposes. They may work in blood draw centers, clinics or hospitals. The VC phlebotomy program consists of three components: Basic Phlebotomy (BUS V23), Advanced Phlebotomy (BUS V24) and an externship experience (BUS V95) and can be completed in one semester. Upon successful completion of this program, students are eligible to sit for the state certification exam as a Phlebotomy Technician I. To begin the program, students must have current CPR certification for health care providers or professional rescuers; proof of freedom from and immunity to communicable diseases; a physical examination demonstrating general good health; be age 18 by midterm; have no visible tattoos or visible body piercings except single studs in ear lobes; and have no acrylic or long nails in clinical settings. In order to sit for the licensing exam, students must have a high school diploma or GED.



# VCC

*At the East Campus, students begin traveling the road to many rewarding careers*