



# ENCORE

## Basic Computer and Technology Training for Senior Job Seekers

### What is **ENCORE**?

ENCORE is a hands-on, self-paced training program. You follow written materials and receive help from a teacher as needed. It is *not* a traditional lecture class where you have to be at the same point as everyone else.

### What do you learn?

Select the modules you want and opt out of those you don't:

- ✓ Career Development
- ✓ Job Seeking Skills
- ✓ General Math & English
- ✓ Office Machines & Telephones
- ✓ Keyboarding
- ✓ Internet Basics & Email
- ✓ Microsoft Office Programs:  
Word, Excel, Outlook, PowerPoint, Access

*See map  
on reverse*

### Who can participate?

Anyone who is 50 years or older and wants a paid or volunteer job. You are also welcome if you want to learn computer skills for personal use.

### How long does it take?

As long as necessary for you to get the skills!

### How much does it cost?

There is no charge for tuition – just an annual \$10 registration fee. You can use a classroom copy of the textbook or purchase your own.

### When is it held?

Mondays, Tuesdays, and Fridays  
8 am - 10 am OR 10 am - 12 pm

### How do you register?

Ventura Adult and Continuing Education (VACE) handles registration for ENCORE.

**Step 1:** Call VACE at (805) 289-7925 and ask about the next start date.

**Step 2:** As soon as you have a confirmed start date, go to VACE at 5200 Valentine Road in Ventura (map on reverse) to register and pay the \$10 registration fee.

**Step 3:** On your start date, go to the classroom and begin your program!

### Where is the classroom?

VCAAA - Ventura County  
Area Agency on Aging  
646 County Square Drive, Ventura 93003  
(see map on reverse)

**ENCORE** is a partnership between Ventura Adult and Continuing Education and the Ventura County Area Agency on Aging with funding provided by the Ventura County Adult Education Consortium.

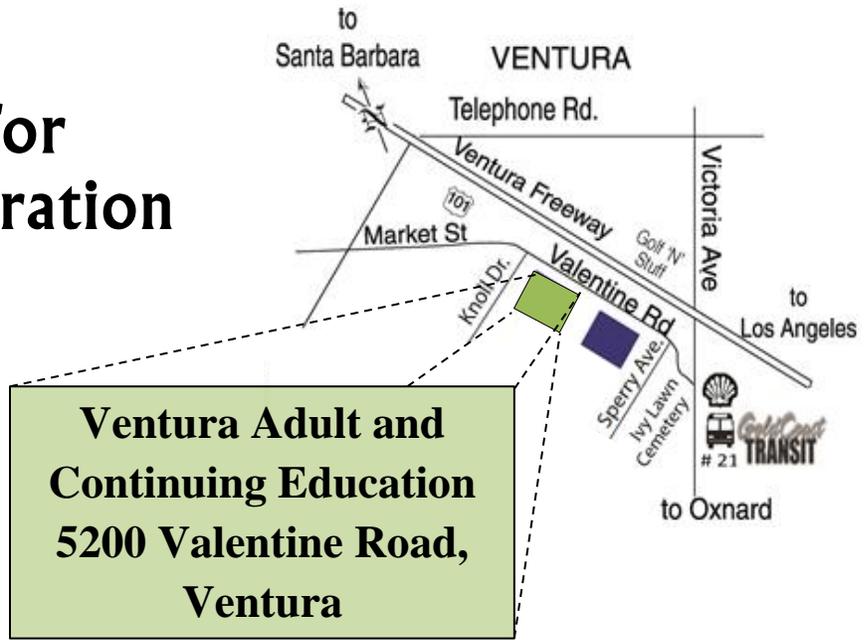
For more information, contact:  
**Ventura Adult and Continuing Education**  
Ventura Unified School District  
5200 Valentine Road, Ventura, CA 93003

**(805) 289-7925**

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



# Map to VACE for ENCORE Registration



# Map to ENCORE Classroom at Ventura County Area Agency on Aging

