WORKFORCE DEVELOPMENT ACADEMY

COMPUTERS AND TECHNOLOGY FOR JOB READINESS COURSE

The Workforce Development Academy (WDA) provides training to help job seekers improve existing skills and develop new ones.

Certificates of Completion are awarded upon successful completion of course.

Classes meet:
Monday 1-5:30
Tuesday 9:30-12 /1-7:30
Wednesday and Thursday 9-12 / 1-5:30

at Ventura Adult and Continuing Education, 5200 Valentine Road, Ventura, CA 93003.

Enrollment is ongoing--Start anytime!

Register in person VACE Office, Suite 101

WDA Classes are FREE!

Ventura Unified SCHOOL DISTRICT

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- For beginners, an Introduction to Computer Basics
- Computer Operating Systems (Windows) and Internet Communications/ Research
- Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook
- Career Development and Job Readiness Skills Including Resume Preparation

APPROVED FOR CALWORKS AND CALIFORNIA TRAINING BENEFITS (CTB)