

Ventura Adult and Continuing Education

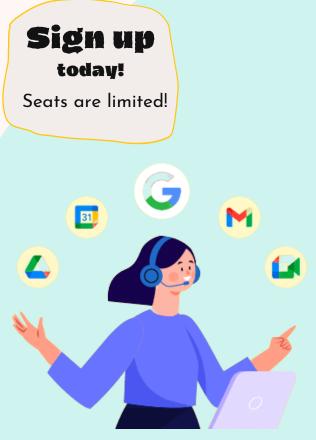
Coming Soon! at AJCC

(America's Job Center of California)

Google Academy

Learn Google Workspace for FREE!

VACE's Google Academy will teach students how to utilize some of Google's free applications. This class will provide hands-on practice to students to better prepare them to use the Google Applications for personal use, at school, and workplace.



Learn from a Google Certified Instructor!

Lessons to be covered:

- Google Doc, Sheets, Slides & Forms
- Gmail & Google Calendar
- Organizing Files in Google Drive
- Using Google to Get a New Job
- Digital Collaboration
- Using Google in the Workplace
- Planning an Event
- Build Your Online Business

For More Information 805-289-1744 ext. 0

http://www.adultedventura.edu/