



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 and Wednesday 8:30-12 / 1-5:30

Tuesday and Thursday 9:30-12 / 1-8:30

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

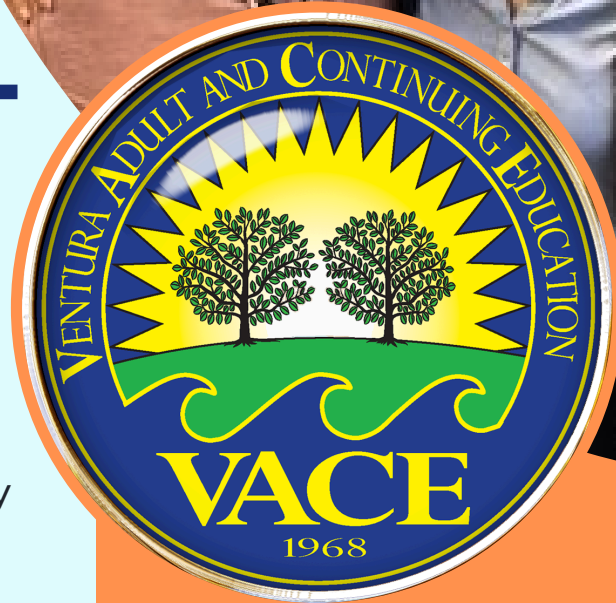
Enrollment is ongoing--Start anytime!

Call to Register!

(805) 289-1744

**WDA Classes
are FREE!**

Revised JA 7/9/2024 CANVA



- For beginners, an Introduction to Computer Basics
- Computer Operating Systems (Windows 10) and Internet Communications/ Research
- Microsoft Office 2016: Word, Excel, PowerPoint, and Outlook
- Career Development and Job Readiness Skills Including Resume Preparation

**APPROVED FOR
CALWORKS AND
CALIFORNIA TRAINING
BENEFITS (CTB)**