

VENTURA ADULT AND CONTINUING EDUCATION

Google Academy

at the America's Job and Career
Center of California in Oxnard

America's **JobCenter**
of California



Taught by a Google Certified instructor, VACE's Google Academy provides hands-on practice with free Google Applications in preparation for personal, school, or workplace use. Seating for this class is limited!

Classes are held Wednesday
8AM to 5PM

2901 N. Ventura Road
3rd Floor, Timber Room
Oxnard, CA 93036

- 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
- Event planning
- Building an online business
- and more!

Call to Register!
805.289.1744
or come to class