

## Software Classes

| Course Description                                                                               | Start Date              | Time       | Location |
|--------------------------------------------------------------------------------------------------|-------------------------|------------|----------|
| Access - Level 1                                                                                 | 04/01/19 - 04/02/19     | 8:30-4:30  | Salinas  |
| Access - Level 1                                                                                 | 07/08/19 - 07/09/19     | 8:30-4:30  | Salinas  |
| Access - Level 2                                                                                 | 05/13/19 - 05/14/19     | 8:30-4:30  | Salinas  |
| Acrobat                                                                                          | 06/17/2019              | 8:30-4:30  | Salinas  |
| Crystal Reports - Level 1                                                                        | 04/29/19 - 04/30/19     | 8:30-4:30  | Salinas  |
| Crystal Reports - Level 2                                                                        | 06/03/19 - 06/04/19     | 8:30-4:30  | Salinas  |
| Intro to Excel  | 04/11/2019              | 1:00-4:00  | Salinas  |
| Intro to Excel                                                                                   | 05/31/2019              | 8:30-12:00 | Salinas  |
| Intro to Excel                                                                                   | 06/17/2019              | 1:00-4:00  | Salinas  |
| Excel - Level 1                                                                                  | 04/04/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 04/19/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 05/03/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 05/15/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1 - Spanish                                                                        | 05/30/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 06/06/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 06/19/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 07/01/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 1                                                                                  | 07/16/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 04/10/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2 - Spanish                                                                        | 04/23/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 04/24/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 05/10/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 05/22/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 06/12/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 06/28/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2                                                                                  | 07/11/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 2 - Spanish                                                                        | 07/12/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 3                                                                                  | 04/17/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 3                                                                                  | 05/29/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 3                                                                                  | 06/21/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 3                                                                                  | 07/18/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 4                                                                                  | 04/26/2019              | 8:30-4:30  | Salinas  |
| Excel - Level 4                                                                                  | 07/31/2019              | 8:30-4:30  | Salinas  |
| Excel - PivotTables                                                                              | 04/25/2019              | 1:00-4:30  | Salinas  |
| Excel - PivotTables                                                                              | 05/17/2019              | 1:00-4:30  | Salinas  |
| Excel - PivotTables                                                                              | 06/13/2019              | 8:30-12:00 | Salinas  |
| Excel - PivotTables                                                                              | 07/19/2019              | 8:30-12:00 | Salinas  |
| Excel - PowerPivot                                                                               | 04/09/2019              | 8:30-4:30  | Salinas  |
| Excel - PowerPivot                                                                               | 07/29/2019              | 8:30-4:30  | Salinas  |
| Excel - Intro to VBA                                                                             | 05/06/19 - 05/07/19     | 8:30-4:30  | Salinas  |
| Excel - Programming with VBA                                                                     | 06/24/19 - 06/26/19     | 8:30-4:30  | Salinas  |
| Intro to Computers/Windows 10                                                                    | 06/14/2019              | 8:30-12:00 | Salinas  |
| Microsoft Office - Professional (18 weeks) <i>Call for Details!</i>                              | Classes Start Bi-Weekly | Half Day   | Salinas  |
| Microsoft Office - 2016 New Features                                                             | 06/14/2019              | 1:00-4:30  | Salinas  |
| Office 365: Web Apps and Collaboration for Office                                                | 06/27/2019              | 1:00-4:30  | Salinas  |
| OneNote                                                                                          | 06/27/2019              | 9:00-12:00 | Salinas  |
| Outlook                                                                                          | 05/24/2019              | 8:30-4:30  | Salinas  |
| Outlook - Spanish                                                                                | 06/18/2019              | 8:30-4:30  | Salinas  |
| Outlook                                                                                          | 07/17/2019              | 8:30-4:30  | Salinas  |
| Power BI      | 04/08/2019              | 8:30-4:30  | Salinas  |
| Power BI                                                                                         | 07/30/2019              | 8:30-4:30  | Salinas  |
| PowerPoint - Level 1                                                                             | 05/09/2019              | 8:30-12:00 | Salinas  |
| PowerPoint - Level 1                                                                             | 07/10/2019              | 8:30-12:00 | Salinas  |
| PowerPoint - Level 2                                                                             | 05/09/2019              | 1:00-4:30  | Salinas  |
| PowerPoint - Level 2                                                                             | 07/10/2019              | 1:00-4:30  | Salinas  |

### Software Classes

| Course Description                                                                        | Start Date              | Time      | Location |
|-------------------------------------------------------------------------------------------|-------------------------|-----------|----------|
| Project - Level 1                                                                         | 06/03/19 - 06/04/19     | 8:30-4:30 | Salinas  |
| Project Management Fundamentals                                                           | 05/02/2019              | 8:30-4:30 | Salinas  |
| Project Management Fundamentals                                                           | 07/15/2019              | 8:30-4:30 | Salinas  |
| Publisher - Level 1                                                                       | 04/11/2019              | 1:00-4:30 | Salinas  |
| SQL Querying                                                                              | 05/20/19 - 05/21/19     | 8:30-4:30 | Salinas  |
| SharePoint - Level 1                                                                      | 04/15/19 - 04/16/19     | 8:30-4:30 | Salinas  |
| SharePoint - Level 1                                                                      | 06/10/19 - 06/11/19     | 8:30-4:30 | Salinas  |
| SharePoint - Level 2                                                                      | Call for Class Schedule | 8:30-4:30 | Salinas  |
| Tableau  | 04/22/19 - 04/23/19     | 8:30-4:30 | Salinas  |
| Visio - Level 1                                                                           | 06/25/2019              | 1:00-4:30 | Salinas  |
| Word - Level 1                                                                            | 05/01/2019              | 8:30-4:30 | Salinas  |
| Word - Level 1                                                                            | 07/08/2019              | 8:30-4:30 | Salinas  |
| Word - Level 2                                                                            | 05/16/2019              | 8:30-4:30 | Salinas  |
| Word - Level 2                                                                            | 07/30/2019              | 8:30-4:30 | Salinas  |
| Word - Level 3                                                                            | Call for Class Schedule | 8:30-4:30 | Salinas  |

### Business Classes

| Course Description                              | Start Date              | Time       | Location |
|-------------------------------------------------|-------------------------|------------|----------|
| Accounting Fundamentals Level 1                 | 04/10/19 - 04/11/19     | 1:00-4:00  | Salinas  |
| Accounting Fundamentals Level 2                 | 04/24/19 - 04/25/19     | 1:00-4:00  | Salinas  |
| Accounting Fundamentals Level 1                 | 06/05/19 - 06/06/19     | 1:00-4:00  | Salinas  |
| Accounting Fundamentals Level 2                 | 06/12/19 - 06/13/19     | 1:00-4:00  | Salinas  |
| Advanced Business Writing for Professionals     | 05/08/2019              | 8:30-4:30  | Salinas  |
| Advanced Business Writing for Professionals     | 07/02/2019              | 8:30-4:30  | Salinas  |
| Business Writing and Grammar Skills             | 04/03/2019              | 8:30-4:30  | Salinas  |
| Business Writing and Grammar Skills             | 06/14/2019              | 8:30-4:30  | Salinas  |
| Effective Presentations                         | Call for Class Schedule | 8:30-4:30  | Salinas  |
| QuickBooks Fundamentals Level 1                 | 05/01/19 - 05/02/19     | 1:00-4:00  | Salinas  |
| QuickBooks Fundamentals Level 2                 | 05/08/19 - 05/09/19     | 1:00-4:00  | Salinas  |
| Time Management                                 | Call for Class Schedule | 8:30-4:30  | Salinas  |
| <b>Meets requirements of NEW California law</b> |                         |            |          |
| Sexual Harassment, Discrimination & Bullying    | 04/18/2019              | 1:00-3:00  | Salinas  |
| Sexual Harassment, Discrimination & Bullying    | 05/22/2019              | 9:00-11:00 | Salinas  |
| Sexual Harassment, Discrimination & Bullying    | 06/11/2019              | 9:00-11:00 | Salinas  |
| Sexual Harassment, Discrimination & Bullying    | 07/15/2019              | 9:00-11:00 | Salinas  |

***We also offer classes at Santa Cruz Metro, 110 Vernon Street, Santa Cruz CA 95060***  
***Call for Details***

### Technical Classes

| Course Description                              | Start Date              | Time       | Location |
|-------------------------------------------------|-------------------------|------------|----------|
| CompTIA A+ (220-901 and 220-902) (16 weeks M-F) | Call for Class Schedule | Half Day   | Salinas  |
| CompTIA Network+ (N10-006) (10 weeks M-F)       | Call for Class Schedule | Half Day   | Salinas  |
| CompTIA Security+ (SY0-401) (7 Saturdays)       | Call for Class Schedule | 8:30-4:30  | Salinas  |
| CyberSAFE                                       | Call for Class Schedule | 9:00-12:00 | Salinas  |

If you have several people interested in a class, call us to request a date!  
Don't see what you're looking for? We are happy to help. **(831) 755.8200** 333-B Abbott St. Salinas, CA 93901