

Software Classes

Course Description	Start Date	Time	Location
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	06/03/19 - 06/04/19	8:30-4:30	Salinas
Crystal Reports - Level 2	06/24/19 - 06/25/19	8:30-4:30	Salinas
Intro to Excel	05/31/2019	8:30-12:00	Salinas
Intro to Excel	06/17/2019	1:00-4:00	Salinas
Intro to Excel	08/16/2019	8:30-12:00	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 1	08/08/2019	8:30-4:30	Salinas
Excel - Level 1 - Spanish	08/09/2019	8:30-4:30	Salinas
Excel - Level 1	08/20/2019	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 2	08/02/2019	8:30-4:30	Salinas
Excel - Level 2	08/15/2019	8:30-4:30	Salinas
Excel - Level 2	08/28/2019	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 3	08/30/2019	8:30-4:30	Salinas
Excel - Level 4	07/31/2019	8:30-12:00	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 - PivotTables	08/29/2019	1:00-4:30	Salinas
Excel - PowerPivot	07/29/2019	8:30-4:30	Salinas
Excel - Intro to VBA	08/05/19 - 08/06/19	8:30-4:30	Salinas
Excel - Programming with VBA	Call for schedule	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
Office 365: Web Apps and Collaboration for Office	08/22/2019	8:30-12:00	Salinas
OneNote	06/27/2019	8:30-12:00	Salinas
OneNote	08/22/2019	1:00-4:30	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	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	07/15/2019	8:30-4:30	Salinas
Publisher - Level 1	08/14/2019	1:00-4:30	Salinas
SQL Querying	05/20/19 - 05/21/19	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	08/26/19 - 08/27/19	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	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	06/14/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	08/13/2019	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
QuickBooks Fundamentals Level 1	08/07/19 - 08/08/19	1:00-4:00	Salinas
QuickBooks Fundamentals Level 2	08/20/19 - 08/21/19	1:00-4:00	Salinas
Time Management	Call for Class Schedule	8:30-4:30	Salinas
Meets requirements of NEW California law			
Sexual Harassment, Discrimination & Bullying	05/21/2019	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
Sexual Harassment, Discrimination & Bullying	08/07/2019	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