

## Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	07/08/19 - 07/09/19	8:30-4:30	Salinas
Access - Level 1	10/21/19 - 10/22/19	8:30-4:30	Salinas
Access - Level 2	09/16/19 - 09/17/19	8:30-4:30	Salinas
Acrobat	10/01/2019	8:30-4:30	Salinas
Crystal Reports - Level 1	09/23/19 - 09/24/19	8:30-4:30	Salinas
Crystal Reports - Level 2	Call for Class Schedule	8:30-4:30	Salinas
Intro to Excel	08/16/2019	8:30-12:00	Salinas
Intro to Excel	09/23/2019	1:00-4:30	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 1	09/06/2019	8:30-4:30	Salinas
Excel - Level 1	09/18/2019	8:30-4:30	Salinas
Excel - Level 1	10/04/2019	8:30-4:30	Salinas
Excel - Level 1	10/17/2019	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 2	09/12/2019	8:30-4:30	Salinas
Excel - Level 2	09/25/2019	8:30-4:30	Salinas
Excel - Level 2 - Spanish	10/09/2019	8:30-4:30	Salinas
Excel - Level 2	10/10/2019	8:30-4:30	Salinas
Excel - Level 2	10/25/2019	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 3	09/20/2019	8:30-4:30	Salinas
Excel - Level 3	10/31/2019	8:30-4:30	Salinas
Excel - Level 4	07/31/2019	8:30-12:00	Salinas
Excel - Level 4	10/02/2019	1:00-4:30	Salinas
Excel - PivotTables	07/19/2019	8:30-12:00	Salinas
Excel - PivotTables	08/29/2019	1:00-4:30	Salinas
Excel - PivotTables	09/16/2019	8:30-12:00	Salinas
Excel - PivotTables	10/23/2019	1:00-4:30	Salinas
Excel - PowerPivot	07/29/2019	8:30-4:30	Salinas
Excel - PowerPivot	09/30/2019	8:30-4:30	Salinas
Excel - Intro to VBA	08/05/19 - 08/06/19	8:30-4:30	Salinas
Excel - Programming with VBA	10/28/19 - 10/30/19	8:30-4:30	Salinas
Intro to Computers/Windows 10	09/13/2019	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	09/13/2019	1:00-4:30	Salinas
Office 365: Web Apps and Collaboration for Office	08/22/2019	8:30-12:00	Salinas
Office 365: Web Apps and Collaboration for Office	10/11/2019	8:30-12:00	Salinas
OneNote	08/22/2019	1:00-4:30	Salinas
OneNote	10/11/2019	1:00-4:30	Salinas
Outlook	07/17/2019	8:30-4:30	Salinas
Outlook - Spanish	09/05/2019	8:30-4:30	Salinas
Outlook	09/26/2019	8:30-4:30	Salinas
Power BI	07/30/2019	8:30-4:30	Salinas
Power BI	10/15/2019	8:30-4:30	Salinas
PowerPoint - Level 1	07/10/2019	8:30-12:00	Salinas
PowerPoint - Level 1	09/11/2019	8:30-12:00	Salinas
PowerPoint - Level 2	07/10/2019	1:00-4:30	Salinas



**Class Schedule**  
July 2019 - October 2019

**Software Classes**

Course Description	Start Date	Time	Location
PowerPoint - Level 2	09/11/2019	1:00-4:30	Salinas
Project - Level 1	10/21/19 - 10/22/19	8:30-4:30	Salinas
Project Management Fundamentals	10/02/2019	8:30-4:30	Salinas
Publisher - Level 1	08/14/2019	1:00-4:30	Salinas
Publisher - Level 1	10/24/2019	1:00-4:30	Salinas
SQL Querying	08/26/19 - 08/27/19	8:30-4:30	Salinas
SharePoint - Level 1	10/07/19 - 10/08/19	8:30-4:30	Salinas
SharePoint - Level 2	Call for Class Schedule	8:30-4:30	Salinas
Tableau	09/09/19 - 09/10/19	8:30-4:30	Salinas
Visio - Level 1	10/16/2019	1:00-4:30	Salinas
Word - Level 1	07/08/2019	8:30-4:30	Salinas
Word - Level 1	09/04/2019	8:30-4:30	Salinas
Word - Level 2	07/30/2019	8:30-4:30	Salinas
Word - Level 2	09/19/2019	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	09/11/19 - 09/12/19	1:00-4:00	Salinas
Accounting Fundamentals Level 2	09/25/19 - 09/26/19	1:00-4:00	Salinas
Advanced Business Writing for Professionals	07/02/2019	8:30-4:30	Salinas
Advanced Business Writing for Professionals	09/03/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	08/13/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	10/18/2019	8:30-4:30	Salinas
Effective Presentations	Call for Class Schedule	8:30-4:30	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
<b>Meets requirements of NEW California law</b>			
Sexual Harassment, Discrimination & Bullying	07/15/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	08/07/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	09/10/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	10/30/2019	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