

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	06/08/23 - 06/09/23	9:00-4:00	Salinas/Virtual
Access - Level 1	08/10/23 - 08/11/23	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	06/26/23	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	08/29/23	9:00-4:00	Salinas/Virtual
Computer Security for Office Workers	6/14/2023	9:00-12:00	Salinas/Virtual
Computer Security for Office Workers	7/12/2023	9:00-12:00	Salinas/Virtual
Creating Documents with Word	07/07/23	9:00-12:00	Salinas/Virtual
Creating Documents with Word	09/14/23	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	06/02/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	06/06/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	06/15/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	07/06/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	07/18/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	08/01/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	08/03/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	08/18/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	09/06/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	09/20/23	9:00-4:00	Salinas/Virtual
Excel 2 - Tools and Operations	06/13/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations - Spanish	06/23/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	06/27/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	07/14/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	07/25/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	08/09/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	08/25/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations - Spanish	09/08/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	09/12/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	09/26/23	9:00-2:00	Salinas/Virtual
Excel 3 - Charts and Functions	06/29/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	07/27/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	08/16/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	08/31/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	09/28/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	07/11/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	09/12/23	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	06/14/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	07/26/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	08/22/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	09/22/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	07/25/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	09/29/23	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	06/13/23	9:00-4:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	08/01/23	9:00-4:00	Salinas/Virtual



Class Schedule June 2023 - September 2023

Excel - Intro to VBA	07/20/23 - 07/21/23	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Mastering Outlook - Beyond Email	07/20/23	9:00-2:00	Salinas/Virtual
Mastering Outlook - Beyond Email	09/07/23	9:00-2:00	Salinas/Virtual
Mastering PowerPoint for Creators	07/13/23	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	09/13/23	9:00-12:00	Salinas/Virtual
Microsoft Project	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Querying Data with SQL	08/24/23 - 08/25/23	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	09/18/23 - 09/19/23	9:00-4:00	Salinas/Virtual
Tableau - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	08/15/23	9:00-2:00	Salinas/Virtual
In Person and Virtual Classroom (VC) Business Classes			
Course Description	Start Date	Time	Location
Accounting Fundamentals	06/07/23 - 06/08/23	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	08/23/23 - 08/24/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	07/26/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	09/27/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	06/28/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/29/23	9:00-4:00	Salinas/Virtual
Communication Skills	07/19/23	9:00-4:00	Salinas/Virtual
Conflict Resolution	06/22/23	9:00-4:00	Salinas/Virtual
Conflict Resolution	09/19/23	9:00-4:00	Salinas/Virtual
Emotional Intelligence	06/21/23	9:00-12:00	Salinas/Virtual
Emotional Intelligence	08/08/23	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Team Building	08/17/23	9:00-4:00	Salinas/Virtual
Time Management	06/14/23	9:00-12:00	Salinas/Virtual
Time Management	09/21/23	9:00-12:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	Call for Class Schedule	CA Certified	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - Spanish	Call for Class Schedule	CA Certified	Salinas/Virtual
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			