

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	08/10/23 - 08/11/23	9:00-4:00	Salinas/Virtual
Access - Level 1	11/13/23 - 11/14/23	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	08/29/23	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	11/07/23	9:00-4:00	Salinas/Virtual
Computer Security for Office Workers	08/30/23	9:00-12:00	Salinas/Virtual
Computer Security for Office Workers	10/25/23	9:00-12:00	Salinas/Virtual
Creating Documents with Word	09/14/23	9:00-12:00	Salinas/Virtual
Creating Documents with Word	11/02/23	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	Call for Class Schedule	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 1 - Fundamentals	10/04/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	10/05/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	10/18/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	11/01/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	11/14/23	9:00-4:00	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 2 - Tools and Operations	10/11/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	10/24/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/09/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/21/23	9:00-2:00	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 3 - Charts and Functions	10/26/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	11/29/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	09/12/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	10/31/23	9:00-4:00	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 - Summarizing Data with PivotTables	10/20/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	11/16/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	09/29/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	11/28/23	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	08/01/23	9:00-4:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	10/17/23	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	10/02/23 - 10/03/23	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual



Class Schedule August 2023 - November 2023

Intro to Computers - Spanish	08/30/23	9:00-12:00	Salinas/Virtual
Intro to Computers - Spanish	10/13/23	9:00-12:00	Salinas/Virtual
Mastering Outlook - Beyond Email	09/07/23	9:00-2:00	Salinas/Virtual
Mastering Outlook - Beyond Email	11/08/23	9:00-2:00	Salinas/Virtual
Mastering PowerPoint for Creators	09/13/23	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	11/07/23	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
Using Acrobat Including Interactive PDF Forms	11/03/23	9:00-2:00	Salinas/Virtual
In Person and Virtual Classroom (VC) Business Classes			
Course Description	Start Date	Time	Location
Accounting Fundamentals	08/23/23 - 08/24/23	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	10/11/23 - 10/12/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	09/26/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/21/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/29/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	10/19/23	9:00-4:00	Salinas/Virtual
Communication Skills	10/12/23	9:00-4:00	Salinas/Virtual
Conflict Resolution	09/19/23	9:00-4:00	Salinas/Virtual
Emotional Intelligence	08/08/23	9:00-12:00	Salinas/Virtual
Emotional Intelligence	10/25/23	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
Team Building	11/15/23	9:00-4:00	Salinas/Virtual
Time Management	09/21/23	9:00-12:00	Salinas/Virtual
Time Management	11/30/23	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			