






Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	02/11/19 - 02/12/19	8:30-4:30	Salinas
Access - Level 1	04/01/19 - 04/02/19	8:30-4:30	Salinas
Access - Level 2	03/04/19 - 03/05/19	8:30-4:30	Salinas
Access - Level 2	05/13/19 - 05/14/19	8:30-4:30	Salinas
Acrobat	02/19/2019	8:30-4:30	Salinas
Crystal Reports - Level 1	04/29/19 - 04/30/19	8:30-4:30	Salinas
Intro to Excel	03/26/2019	8:30-12:00	Salinas
Intro to Excel 	04/11/2019	1:00-4:30	Salinas
Intro to Excel	05/31/2019	8:30-12:00	Salinas
Excel - Level 1	02/15/2019	8:30-4:30	Salinas
Excel - Level 1	03/01/2019	8:30-4:30	Salinas
Excel - Level 1	03/13/2019	8:30-4:30	Salinas
Excel - Level 1 - Spanish	03/18/2019	8:30-4:30	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 2	02/08/2019	8:30-4:30	Salinas
Excel - Level 2	02/21/2019	8:30-4:30	Salinas
Excel - Level 2	03/08/2019	8:30-4:30	Salinas
Excel - Level 2	03/21/2019	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 3	02/27/2019	8:30-4:30	Salinas
Excel - Level 3	03/28/2019	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 4	04/26/2019	8:30-4:30	Salinas
Excel - PivotTables	02/28/2019	1:00-4:30	Salinas
Excel - PivotTables	03/19/2019	8:30-12:00	Salinas
Excel - PivotTables	04/25/2019	1:00-4:30	Salinas
Excel - PivotTables	05/17/2019	1:00-4:30	Salinas
Excel - PowerPivot	04/09/2019	8:30-4:30	Salinas
Intro to Computers/Windows 10	03/07/2019	8:30-12:00	Salinas
Intro to VBA	05/06/19 - 05/07/20	8:30-12:00	Salinas
Microsoft Office - Professional (18 weeks) <i>Call for Details!</i>	Classes Start Bi-Weekly	Half Day	Salinas
Microsoft Office - 2013-2016 New Features	03/07/2019	1:00-4:30	Salinas
Office 365: Web Apps and Collaboration for Office	02/14/2019	8:30-12:00	Salinas
OneNote	02/14/2019	1:00-4:30	Salinas
Outlook	03/29/2019	8:30-4:30	Salinas
Outlook	05/24/2019	8:30-4:30	Salinas
Power BI 	04/08/2019	8:30-4:30	Salinas
PowerPoint - Level 1	03/06/2019	8:30-12:00	Salinas
PowerPoint - Level 1	05/09/2019	8:30-12:00	Salinas
PowerPoint - Level 2	03/06/2019	1:00-4:30	Salinas
PowerPoint - Level 2	05/09/2019	1:00-4:30	Salinas
Project - Level 1	03/13/19 - 03/14/19	8:30-4:30	Salinas
Project Management Fundamentals	02/07/2019	8:30-4:30	Salinas
Project Management Fundamentals	05/02/2019	8:30-4:30	Salinas
Publisher - Level 1	04/11/2019	1:00-4:30	Salinas

Software Classes

Course Description	Start Date	Time	Location
SQL Querying	02/25/19 - 02/26/19	8:30-4:30	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 2	Call for Class Schedule	8:30-4:30	Salinas
Tableau 	03/11/19 - 03/12/19	8:30-4:30	Salinas
Visio - Level 1	02/22/2019	1:00-4:30	Salinas
Word - Level 1	03/12/2019	8:30-4:30	Salinas
Word - Level 1	05/01/2019	8:30-4:30	Salinas
Word - Level 2	03/27/2019	8:30-4:30	Salinas
Word - Level 2	05/16/2019	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	02/27/19 - 02/28/19	1:00-4:00	Salinas
Accounting Fundamentals Level 2	03/06/19 - 03/07/19	1:00-4:00	Salinas
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
Advanced Business Writing for Professionals	02/28/2019	8:30-4:30	Salinas
Advanced Business Writing for Professionals	05/08/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	02/13/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	04/03/2019	8:30-4:30	Salinas
Effective Presentations	02/27/2019	8:30-4:30	Salinas
QuickBooks Fundamentals Level 1	03/13/19 - 03/14/19	1:00-4:00	Salinas
QuickBooks Fundamentals Level 2 	03/27/19 - 03/28/19	1:00-4:00	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	3/22/2019	8:30-4:30	Salinas
Meets requirements of NEW California law			
Sexual Harassment, Discrimination & Bullying	02/20/2019	1:00-3:00	Salinas
Sexual Harassment, Discrimination & Bullying	03/20/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying - Spanish	03/20/2019	1:00-3:00	Salinas
Sexual Harassment, Discrimination & Bullying	04/18/2019	1:00-3:00	Salinas
Sexual Harassment, Discrimination & Bullying	05/21/2019	9:00-11:00	Salinas

***The following three classes will also be offered at Santa Cruz Metro,
110 Vernon Street, Santa Cruz CA 95060***

Course Description	Start Date	Time	Location
Outlook	03/06/2019	9:00-4:00	Santa Cruz
Excel - Level 1	03/14/2019	9:00-4:00	Santa Cruz
Excel - Level 2	03/27/2019	9:00-4:00	Santa Cruz

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