

## Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	10/21/19 - 10/22/19	8:30-4:30	Salinas
Access - Level 2	Call for class schedule	8:30-4:30	Salinas
Acrobat	Call for class schedule	8:30-4:30	Salinas
Crystal Reports - Level 1	12/16/19 - 12/17/19	8:30-4:30	Salinas
Crystal Reports - Level 2	11/04/19 - 11/05/19	8:30-4:30	Salinas
Intro to Excel	11/08/2019	8:30-12:00	Salinas
Intro to Excel	01/15/2020	1:00-4:30	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 1	11/01/2019	8:30-4:30	Salinas
Excel - Level 1 - Spanish	11/18/2019	8:30-4:30	Salinas
Excel - Level 1	11/21/2019	8:30-4:30	Salinas
Excel - Level 1	12/03/2019	8:30-4:30	Salinas
Excel - Level 1	01/07/2020	8:30-4:30	Salinas
Excel - Level 1	01/17/2020	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 2	11/15/2019	8:30-4:30	Salinas
Excel - Level 2	12/10/2019	8:30-4:30	Salinas
Excel - Level 2	01/13/2020	8:30-4:30	Salinas
Excel - Level 2	01/24/2020	8:30-4:30	Salinas
Excel - Level 3	10/31/2019	8:30-4:30	Salinas
Excel - Level 3	11/26/2019	8:30-4:30	Salinas
Excel - Level 3	12/18/2019	8:30-4:30	Salinas
Excel - Level 3	01/30/2020	8:30-4:30	Salinas
Excel - Level 4	10/02/2019	1:00-4:30	Salinas
Excel - PivotTables	10/23/2019	1:00-4:30	Salinas
Excel - PivotTables	11/15/2019	8:30-12:00	Salinas
Excel - PivotTables	12/13/2019	8:30-12:00	Salinas
Excel - PivotTables	01/23/2020	8:30-12:00	Salinas
Excel - PowerPivot	01/21/2020	8:30-4:30	Salinas
Excel - Intro to VBA	12/02/19 - 12/03/19	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	11/07/2019	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	11/07/2019	1:00-4:30	Salinas
Office 365: Web Apps and Collaboration for Office	10/11/2019	8:30-12:00	Salinas
Office 365: Web Apps and Collaboration for Office	12/11/2019	8:30-12:00	Salinas
OneNote	10/11/2019	1:00-4:30	Salinas
OneNote	12/11/2019	1:00-4:30	Salinas
Outlook	09/26/2019	8:30-4:30	Salinas
Outlook	11/12/2019	8:30-4:30	Salinas
Outlook	01/29/2020	8:30-4:30	Salinas
Power BI	10/15/2019	8:30-4:30	Salinas
PowerPoint - Level 1	11/19/2019	8:30-12:00	Salinas
PowerPoint - Level 2	11/19/2019	1:00-4:30	Salinas
PowerPoint	01/08/2020	8:30-4:30	Salinas
Project - Level 1	10/21/19 - 10/22/19	8:30-4:30	Salinas
Publisher - Level 1	10/24/2019	1:00-4:30	Salinas
Publisher - Level 1	12/02/2019	1:00-4:30	Salinas
SQL Querying	01/27/20 - 01/28/20	8:30-4:30	Salinas

### Software Classes

Course Description	Start Date	Time	Location
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 - Level 1	11/18/19 - 11/19/19	8:30-4:30	Salinas
Tableau - Level 1	01/13/20 - 01/14/20	8:30-4:30	Salinas
Using Google G Suite	01/16/2020	8:30-12:00	Salinas
Visio - Level 1	10/16/2019	1:00-4:30	Salinas
Visio - Level 1	12/05/2019	1:00-4:30	Salinas
Word - Level 1	11/05/2019	8:30-4:30	Salinas
Word - Level 2	11/20/2019	8:30-4:30	Salinas
Word	01/10/2020	8:30-4:30	Salinas

### Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals Level 1	11/06/19 - 11/07/19	1:00-4:00	Salinas
Accounting Fundamentals Level 2	11/13/19 - 11/14/19	1:00-4:00	Salinas
Accounting Fundamentals Level 1	01/08/20 - 01/09/20	1:00-4:00	Salinas
Accounting Fundamentals Level 2	01/22/20 - 01/23/20	1:00-4:00	Salinas
Basic Business Math	01/24/2020	8:30-12:00	Salinas
Advanced Business Writing for Professionals	11/13/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	10/18/2019	8:30-4:30	Salinas
Business Writing and Grammar Skills	12/12/2019	8:30-4:30	Salinas
Grammar Skills for Professionals	01/31/2020	8:30-4:30	Salinas
Effective Presentations	Call for class schedule	1:00-4:30	Salinas
Project Management Fundamentals	10/02/2019	8:30-4:30	Salinas
Project Management Fundamentals	12/06/2019	8:30-4:30	Salinas
QuickBooks Fundamentals Level 1	10/16/19 - 10/17/19	1:00-4:00	Salinas
QuickBooks Fundamentals Level 2	10/23/19 - 10/24/19	1:00-4:00	Salinas
QuickBooks Fundamentals Level 1	12/04/19 - 12/05/19	1:00-4:00	Salinas
QuickBooks Fundamentals Level 2	12/18/19 - 12/19/19	1:00-4:00	Salinas
Time Management	01/29/2020	1:00-4:30	Salinas
<b>Meets requirements of NEW California law</b>			
Sexual Harassment, Discrimination & Bullying	10/30/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	11/14/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	12/09/2019	9:00-11:00	Salinas
Sexual Harassment, Discrimination & Bullying	01/22/2020	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