



Class Schedule
April 2022 - July 2022

In Person and Virtual Classroom (VC) Software Classes

| Course Description | Start Date | Time | Location |
|--|-------------------------|------------|-----------------|
| Access - Level 1 | 06/20/22 - 06/21/22 | 9:00-4:00 | Salinas/Virtual |
| Access - Level 2 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Acrobat - Level 1 | Call for Class Schedule | 9:00-12:00 | Salinas/Virtual |
| Acrobat - Interactive Forms | Call for Class Schedule | 1:00-4:00 | Salinas/Virtual |
| Crystal Reports - Level 1 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Crystal Reports - Level 2 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 04/01/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals - Spanish | 04/12/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 04/14/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 05/03/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 05/20/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 06/01/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 06/17/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals - Spanish | 06/28/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 1 - Fundamentals | 07/06/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 04/06/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 04/21/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 05/11/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations - Spanish | 06/02/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 05/24/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 06/09/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 06/23/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 2 - Tools and Operations | 07/14/22 | 9:00-12:00 | Salinas/Virtual |
| Excel Level 3 - Functions | 04/28/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 3 - Functions | 05/26/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 3 - Functions | 06/30/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 3 - Functions | 07/27/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 4 - Advanced Functions | 04/04/22 | 9:00-4:00 | Salinas/Virtual |
| Excel Level 4 - Advanced Functions | 06/06/22 | 9:00-4:00 | Salinas/Virtual |
| Excel - Dashboards | 04/08/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - Dashboards | 06/07/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - PivotTables | 04/20/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - PivotTables | 05/18/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - PivotTables | 06/16/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - PivotTables | 07/28/22 | 9:00-12:00 | Salinas/Virtual |
| Excel - PowerPivot | 05/17/22 | 9:00-4:00 | Salinas/Virtual |
| Excel - Intro to VBA | 07/11/22 - 07/12/22 | 9:00-4:00 | Salinas/Virtual |
| Excel - Programming with VBA | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Outlook | Call for Class Schedule | 9:00-12:00 | Salinas/Virtual |
| Power BI - Level 1 | 05/16/22 | 9:00-4:00 | Salinas/Virtual |
| Power BI - Level 2 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| PowerPoint | 05/10/22 | 9:00-12:00 | Salinas/Virtual |
| PowerPoint | 07/12/22 | 9:00-12:00 | Salinas/Virtual |



**Class Schedule
April 2022 - July 2022**

| | | | |
|----------------------|-------------------------|------------|-----------------|
| Project - Level 1 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| SharePoint - Level 1 | 07/25/22 - 07/26/22 | 9:00-4:00 | Salinas/Virtual |
| SharePoint - Level 2 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| SQL Querying | 05/02/22 - 05/03/22 | 9:00-4:00 | Salinas/Virtual |
| Tableau - Level 1 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Tableau - Level 2 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Word | 05/12/22 | 9:00-12:00 | Salinas/Virtual |
| Word | 07/07/22 | 9:00-12:00 | Salinas/Virtual |

In Person and Virtual Classroom (VC) Business Classes

| Course Description | Start Date | Time | Location |
|--|-------------------------|------------|-----------------|
| Accounting Fundamentals | 04/06/22 - 04/07/22 | 9:00-4:00 | Salinas/Virtual |
| Accounting Fundamentals | 06/08/22 - 06/09/22 | 9:00-4:00 | Salinas/Virtual |
| Basic Business Math | Call for Class Schedule | 1:00-4:00 | Salinas/Virtual |
| Business Writing and Grammar | 05/24/22 | 9:00-4:00 | Salinas/Virtual |
| Business Writing and Grammar | 07/28/22 | 9:00-4:00 | Salinas/Virtual |
| Advanced Business Writing for Professionals | 04/13/22 | 9:00-4:00 | Salinas/Virtual |
| Advanced Business Writing for Professionals | 06/15/22 | 9:00-4:00 | Salinas/Virtual |
| Communication Skills | 04/26/22 | 9:00-4:00 | Salinas/Virtual |
| Communication Skills | 06/29/22 | 9:00-4:00 | Salinas/Virtual |
| Conflict Resolution | 06/14/22 | 9:00-4:00 | Salinas/Virtual |
| Emotional Intelligence | 04/27/22 | 9:00-12:00 | Salinas/Virtual |
| Emotional Intelligence | 06/22/22 | 9:00-12:00 | Salinas/Virtual |
| Effective Presentations | Call for Class Schedule | 1:00-4:00 | Salinas/Virtual |
| Project Management Fundamentals | 05/19/22 | 9:00-4:00 | Salinas/Virtual |
| QuickBooks Fundamentals | 05/04/22 - 05/05/22 | 9:00-4:00 | Salinas/Virtual |
| QuickBooks Fundamentals | 07/13/22 - 07/14/22 | 9:00-4:00 | Salinas/Virtual |
| Team Building | 05/10/22 | 9:00-4:00 | Salinas/Virtual |
| Team Building | 07/13/22 | 9:00-4:00 | Salinas/Virtual |
| Time Management | 04/13/22 | 9:00-12:00 | Salinas/Virtual |
| Time Management | 07/26/22 | 9:00-12:00 | Salinas/Virtual |
| Sexual Harassment, Discrimination & Bullying - English | Call for Class Schedule | 8:30-10:30 | 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