



Class Schedule
August 2022 - November 2022

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	11/07/22 - 11/08/22	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
Effective Presentations with PowerPoint	09/15/22	9:00-12:00	Salinas/Virtual
Effective Presentations with PowerPoint	11/30/22	9:00-12:00	Salinas/Virtual
Excel Level 1 - Fundamentals	08/02/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	08/19/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	09/01/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	09/16/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals - Spanish	09/20/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	10/04/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	10/20/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	11/02/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	11/16/22	9:00-4:00	Salinas/Virtual
Excel Level 2 - Tools and Operations - Spanish	08/04/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	08/10/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	08/25/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	09/08/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	09/22/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations - Spanish	10/05/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	10/14/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	10/27/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	11/09/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	11/22/22	9:00-12:00	Salinas/Virtual
Excel Level 3 - Functions	08/16/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	08/31/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	09/27/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	10/19/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	11/29/22	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	10/21/22	9:00-4:00	Salinas/Virtual
Excel - Dashboards	08/29/22	9:00-12:00	Salinas/Virtual
Excel - Dashboards	10/24/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	08/23/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	09/29/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	10/25/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	11/17/22	9:00-12:00	Salinas/Virtual
Excel - PowerPivot	10/11/22	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Mastering Outlook - Beyond Email	09/08/22	9:00-2:00	Salinas/Virtual
Mastering Outlook - Beyond Email	11/10/22	9:00-2:00	Salinas/Virtual
Power BI - Level 1	08/30/22	9:00-4:00	Salinas/Virtual
Power BI - Level 1	11/29/22	9:00-4:00	Salinas/Virtual
Power BI - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual



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Project - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SharePoint - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SQL Querying	09/12/22 - 09/13/22	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	09/07/22	9:00-12:00	Salinas/Virtual
Word	11/03/22	9:00-12:00	Salinas/Virtual

In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	08/17/22 - 08/18/22	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	10/12/22 - 10/13/22	9:00-4:00	Salinas/Virtual
Basic Business Math	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Business Writing and Grammar	09/21/22	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/22/22	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/24/22	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	10/26/22	9:00-4:00	Salinas/Virtual
Communication Skills	08/30/22	9:00-4:00	Salinas/Virtual
Communication Skills	10/06/22	9:00-4:00	Salinas/Virtual
Communication Skills	11/15/22	9:00-4:00	Salinas/Virtual
Conflict Resolution	08/11/22	9:00-4:00	Salinas/Virtual
Conflict Resolution	09/28/22	9:00-4:00	Salinas/Virtual
Conflict Resolution	11/01/22	9:00-4:00	Salinas/Virtual
Emotional Intelligence	08/09/22	9:00-12:00	Salinas/Virtual
Emotional Intelligence	10/18/22	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	08/03/22	9:00-4:00	Salinas/Virtual
QuickBooks Fundamentals	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Team Building	09/14/22	9:00-4:00	Salinas/Virtual
Team Building	10/25/22	9:00-4:00	Salinas/Virtual
Time Management	09/21/22	9:00-12:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	08/10/22	9:00-11:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	08/11/22	9:00-10:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - Spanish	08/16/22	9:00-10:00	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