



**Class Schedule  
November 2022 - February 2023**

**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 1	02/27/23 - 02/28/23	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Crystal Reports - Level 1	01/24/23 - 01/25/23	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 1 - Fundamentals	12/02/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	01/05/23	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	01/19/23	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	02/02/23	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	02/15/23	9:00-4:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	11/10/22	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	11/22/22	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	12/07/22	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	01/12/23	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	01/26/23	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	02/09/23	9:00-2:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	02/22/23	9:00-2:00	Salinas/Virtual
Excel Level 3 - Functions	11/29/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	12/13/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	01/18/23	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	02/24/23	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	01/31/23	9:00-4:00	Salinas/Virtual
Excel - Dashboards	01/17/23	9:00-12:00	Salinas/Virtual
Excel - PivotTables	11/17/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	12/15/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	01/31/23	9:00-12:00	Salinas/Virtual
Excel - PivotTables	02/28/23	9:00-12:00	Salinas/Virtual
Excel - PowerPivot	02/03/23	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	11/10/22	9:00-2:00	Salinas/Virtual
Mastering Outlook - Beyond Email	01/25/23	9:00-2:00	Salinas/Virtual
Mastering PowerPoint for Creators	11/30/22	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	01/11/23	9:00-12:00	Salinas/Virtual
Power BI - Level 1	11/29/22	9:00-4:00	Salinas/Virtual
Power BI - Level 1	02/21/23	9:00-4:00	Salinas/Virtual



## Class Schedule November 2022 - February 2023

SharePoint - Level 1	12/12/22 - 12/13/22	9:00-4:00	Salinas/Virtual
SQL Querying	02/13/23 - 02/14/23	9:00-4:00	Salinas/Virtual
Tableau - Level 1	01/09/23 - 01/10/23	9:00-4:00	Salinas/Virtual
Word	11/03/22	9:00-12:00	Salinas/Virtual
Word	01/04/23	9:00-12:00	Salinas/Virtual

### In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	12/14/22 - 12/15/22	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	02/07/23 - 02/08/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/22/22	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	01/18/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	12/08/22	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	02/16/23	9:00-4:00	Salinas/Virtual
Communication Skills	11/15/22	9:00-4:00	Salinas/Virtual
Communication Skills	02/01/23	9:00-4:00	Salinas/Virtual
Conflict Resolution	01/19/23	9:00-4:00	Salinas/Virtual
Emotional Intelligence	12/06/22	9:00-12:00	Salinas/Virtual
Emotional Intelligence	02/23/23	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	01/24/23	9:00-4:00	Salinas/Virtual
Team Building	12/14/22	9:00-4:00	Salinas/Virtual
Team Building	02/16/23	9:00-4:00	Salinas/Virtual
Time Management	12/01/22	9:00-12:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	Call for Class Schedule	8:00-9:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	Call for Class Schedule	9:30-11:30	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - Spanish	Call for Class Schedule	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