



Class Schedule
January 2023 - April 2023

In Person and Virtual Classroom (VC) Software Classes

| Course Description | Start Date | Time | Location |
|--|-------------------------|------------|-----------------|
| 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 |
| Crystal Reports - Level 1 | 04/10/23 - 04/11/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 01/05/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 01/19/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 02/02/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 02/15/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 03/01/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 03/17/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 04/04/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals - Spanish | 04/07/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 1 - Fundamentals | 04/18/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 01/12/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 01/26/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 02/09/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 02/22/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 03/08/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 03/24/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 04/11/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations | 04/21/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 2 - Tools and Operations - Spanish | 04/28/23 | 9:00-2:00 | Salinas/Virtual |
| Excel 3 - Charts and Functions | 01/18/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 3 - Charts and Functions | 02/24/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 3 - Charts and Functions | 03/15/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 3 - Charts and Functions | 03/30/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 3 - Charts and Functions | 04/27/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 4 - Advanced Functions | 01/31/23 | 9:00-4:00 | Salinas/Virtual |
| Excel 4 - Advanced Functions | 03/07/23 | 9:00-4:00 | Salinas/Virtual |
| Presenting Data with Dashboards | 03/20/23 | 9:00-12:00 | Salinas/Virtual |
| Summarizing Data with PivotTables | 01/31/23 | 9:00-12:00 | Salinas/Virtual |
| Summarizing Data with PivotTables | 02/28/23 | 9:00-12:00 | Salinas/Virtual |
| Summarizing Data with PivotTables | 03/28/23 | 9:00-12:00 | Salinas/Virtual |
| Summarizing Data with PivotTables | 04/19/23 | 9:00-12:00 | Salinas/Virtual |
| Consolidating Data with Power Pivot | 02/03/23 | 9:00-4:00 | Salinas/Virtual |
| Consolidating Data with Power Pivot | 04/17/23 | 9:00-4:00 | Salinas/Virtual |
| Excel - Intro to VBA | 03/27/23 - 03/28/23 | 9:00-4:00 | Salinas/Virtual |
| Excel - Programming with VBA | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Mastering Outlook - Beyond Email | 01/25/23 | 9:00-2:00 | Salinas/Virtual |
| Mastering Outlook - Beyond Email | 03/21/23 | 9:00-2:00 | Salinas/Virtual |
| Mastering PowerPoint for Creators | 01/11/23 | 9:00-12:00 | Salinas/Virtual |
| Mastering PowerPoint for Creators | 03/09/23 | 9:00-12:00 | Salinas/Virtual |



**Class Schedule
January 2023 - April 2023**

| | | | |
|------------------------------|-------------------------|------------|-----------------|
| Data Analysis with Power BI | 02/21/23 | 9:00-4:00 | Salinas/Virtual |
| Data Analysis with Power BI | 04/24/23 | 9:00-4:00 | Salinas/Virtual |
| Microsoft Project | 02/02/23 - 02/03/23 | 9:00-4:00 | Salinas/Virtual |
| SharePoint - Level 1 | 03/13/23 - 03/14/23 | 9:00-4:00 | Salinas/Virtual |
| Query Data with SQL | 02/13/23 - 02/14/23 | 9:00-4:00 | Salinas/Virtual |
| Tableau - Level 1 | Call for Class Schedule | 9:00-4:00 | Salinas/Virtual |
| Creating Documents with Word | 03/02/23 | 9:00-12:00 | Salinas/Virtual |

In Person and Virtual Classroom (VC) Business Classes

| Course Description | Start Date | Time | Location |
|--|-------------------------|--------------|-----------------|
| Accounting Fundamentals | 02/07/23 - 02/08/23 | 9:00-4:00 | Salinas/Virtual |
| Accounting Fundamentals | 04/05/23 - 04/06/23 | 9:00-4:00 | Salinas/Virtual |
| Business Writing and Grammar | 01/18/23 | 9:00-4:00 | Salinas/Virtual |
| Business Writing and Grammar | 03/22/23 | 9:00-4:00 | Salinas/Virtual |
| Advanced Business Writing for Professionals | 02/16/23 | 9:00-4:00 | Salinas/Virtual |
| Advanced Business Writing for Professionals | 04/12/23 | 9:00-4:00 | Salinas/Virtual |
| Communication Skills | 02/27/23 | 9:00-4:00 | Salinas/Virtual |
| Communication Skills | 04/13/23 | 9:00-4:00 | Salinas/Virtual |
| Conflict Resolution | 03/29/23 | 9:00-4:00 | Salinas/Virtual |
| Emotional Intelligence | 02/23/23 | 9:00-12:00 | Salinas/Virtual |
| Emotional Intelligence | 04/25/23 | 9:00-12:00 | Salinas/Virtual |
| Effective Presentations | Call for Class Schedule | 1:00-4:00 | Salinas/Virtual |
| Project Management Fundamentals | 01/19/23 | 9:00-4:00 | Salinas/Virtual |
| Project Management Fundamentals | 04/20/23 | 9:00-4:00 | Salinas/Virtual |
| Team Building | 02/16/23 | 9:00-4:00 | Salinas/Virtual |
| Team Building | 04/26/23 | 9:00-4:00 | Salinas/Virtual |
| Time Management | 03/16/23 | 9:00-12:00 | Salinas/Virtual |
| Sexual Harassment, Discrimination & Bullying - English | Call for Class Schedule | CA Certified | Salinas/Virtual |
| Sexual Harassment, Discrimination & Bullying - Spanish | Call for Class Schedule | CA Certified | 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