



Class Schedule
February 2023 - May 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
Analyzing Data with Power BI	02/21/23	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	04/25/23	9:00-4:00	Salinas/Virtual
Creating Documents with Word	03/02/23	9:00-12:00	Salinas/Virtual
Creating Documents with Word	05/04/23	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	04/11/23 - 04/12/23	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 1 - Fundamentals	05/03/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	05/18/23	9:00-4:00	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 2 - Tools and Operations	05/09/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	05/31/23	9:00-2:00	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 3 - Charts and Functions	05/24/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	03/07/23	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	05/30/23	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	02/28/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	03/28/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	04/19/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	05/16/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	03/20/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	05/23/23	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	04/18/23	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	03/21/23	9:00-2:00	Salinas/Virtual



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Mastering Outlook - Beyond Email	05/11/23	9:00-2:00	Salinas/Virtual
Mastering PowerPoint for Creators	03/09/23	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	05/05/23	9:00-12:00	Salinas/Virtual
Microsoft Project	02/02/23 - 02/03/23	9:00-4:00	Salinas/Virtual
Querying Data with SQL	02/13/23 - 02/14/23	9:00-4:00	Salinas/Virtual
Querying Data with SQL	05/11/23 - 05/12/23	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	03/13/23 - 03/14/23	9:00-4:00	Salinas/Virtual
Tableau - Level 1	05/18/23 - 05/19/23	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	05/02/23	9:00-2:00	Salinas/Virtual

In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	04/05/23 - 04/06/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	03/22/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	05/23/23	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
Conflict Resolution	05/10/23	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	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
Time Management	05/25/23	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