



Class Schedule
November 2023 - February 2024

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	11/27/23 - 11/28/23	9:00-4:00	Salinas/Virtual
Access - Level 1	02/26/24 - 02/27/24	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	11/07/23	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	02/20/24	9:00-4:00	Salinas/Virtual
Computer Security for Office Workers	01/31/24	9:00-12:00	Salinas/Virtual
Creating Documents with Word	01/04/24	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	11/14/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	12/01/23	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	01/03/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	01/23/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	02/06/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	02/21/24	9:00-4:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/09/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/23/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	12/06/23	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	01/11/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	01/30/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	02/15/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	02/27/24	9:00-2:00	Salinas/Virtual
Excel 3 - Charts and Functions	11/29/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	12/13/23	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	01/17/24	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	02/29/24	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	01/29/24	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	11/16/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	12/14/23	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	01/19/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	02/22/24	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	11/14/23	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	02/05/24	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	01/16/24	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	02/12/24 - 02/13/24	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Intro to Computers - Spanish	Call for Class Schedule	9:00-12:00	Salinas/Virtual
Mastering Outlook - Beyond Email	11/08/23	9:00-2:00	Salinas/Virtual



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Mastering Outlook - Beyond Email	01/25/24	9:00-2:00	Salinas/Virtual
Mastering PowerPoint for Creators	01/10/24	9:00-12:00	Salinas/Virtual
Microsoft Project	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Querying Data with SQL	12/04/23 - 12/05/23	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	12/11/23 - 12/12/23	9:00-4:00	Salinas/Virtual
Tableau - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	01/09/24	9:00-2:00	Salinas/Virtual
In Person and Virtual Classroom (VC) Business Classes			
Course Description	Start Date	Time	Location
Accounting Fundamentals	12/12/23 - 12/13/23	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	02/07/24 - 02/08/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/21/23	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	01/18/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	12/05/23	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	02/13/24	9:00-4:00	Salinas/Virtual
Communication Skills	01/24/24	9:00-4:00	Salinas/Virtual
Conflict Resolution	12/07/23	9:00-4:00	Salinas/Virtual
Emotional Intelligence	12/05/23	9:00-12:00	Salinas/Virtual
Emotional Intelligence	02/28/24	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Team Building	11/15/23	9:00-4:00	Salinas/Virtual
Team Building	02/14/24	9:00-4:00	Salinas/Virtual
Time Management	11/30/23	9:00-12:00	Salinas/Virtual
Time Management	02/01/24	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