



Class Schedule
June 2024 - September 2024

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	08/26/24 - 08/27/24	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	07/09/24	9:00-4:00	Salinas/Virtual
Computer Security for Office Workers	06/27/24	9:00-12:00	Salinas
Computer Security for Office Workers	07/24/24	9:00-12:00	Salinas/Virtual
Creating Documents with Word	07/31/24	9:00-12:00	Salinas/Virtual
Creating Documents with Word	09/20/24	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	09/16/24 - 09/17/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	06/04/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	06/06/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	07/02/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	07/17/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	08/01/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	08/07/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	08/20/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	09/04/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	09/17/24	9:00-4:00	Salinas/Virtual
Excel 2 - Tools and Operations	06/14/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations - Spanish	06/20/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	06/25/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	07/10/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	07/23/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	08/08/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	08/28/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations - Spanish	09/05/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	09/10/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	09/24/24	9:00-2:00	Salinas/Virtual
Excel 3 - Charts and Functions	06/27/24	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	07/25/24	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	08/15/24	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	09/26/24	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	08/06/24	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	06/13/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	07/19/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	08/23/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	09/19/24	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	08/20/24	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	06/04/24	9:00-4:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	09/24/24	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	06/24/24 - 06/25/24	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	09/09/24 - 09/10/24	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



**Class Schedule
June 2024 - September 2024**

Mastering Outlook - Beyond Email	Call for Class Schedule	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	07/12/24	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	09/12/24	9:00-12:00	Salinas/Virtual
Microsoft Project	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Querying Data with SQL	08/12/24 - 08/13/24	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	06/18/24	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	09/30/24	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	06/10/24	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	09/03/24	9:00-4:00	Salinas/Virtual

In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	06/11/24 - 06/12/24	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	08/21/24 - 08/22/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	07/30/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	09/25/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	06/26/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/29/24	9:00-4:00	Salinas/Virtual
Communication Skills	07/18/24	9:00-4:00	Salinas/Virtual
Conflict Resolution	06/26/24	9:00-4:00	Salinas/Virtual
Conflict Resolution	09/18/24	9:00-4:00	Salinas/Virtual
Email Etiquette	06/19/24	9:00-12:00	Salinas/Virtual
Email Etiquette	08/13/24	9:00-12:00	Salinas/Virtual
Emotional Intelligence	07/17/24	9:00-12:00	Salinas/Virtual
Effective Presentation Skills	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	08/14/24	9:00-4:00	Salinas/Virtual
Time Management	06/05/24	9:00-12:00	Salinas/Virtual
Time Management	09/11/24	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