



Class Schedule
August 2024 - November 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 1	11/18/24 - 11/19/24	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Analyzing Data with Power BI	10/08/24	9:00-4:00	Salinas/Virtual
Computer Security for Office Workers	Call for Class Schedule	9:00-12:00	Salinas/Virtual
Creating Documents with Word	09/20/24	9:00-12:00	Salinas/Virtual
Creating Documents with Word	11/05/24	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	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 1 - Fundamentals	10/01/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	10/10/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	10/16/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	11/01/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	11/19/24	9:00-4:00	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 2 - Tools and Operations	10/08/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	10/24/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/07/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	11/21/24	9:00-2:00	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 3 - Charts and Functions	10/30/24	9:00-4:00	Salinas/Virtual
Excel 3 - Charts and Functions	11/26/24	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	08/06/24	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	10/15/24	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	09/19/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	10/18/24	9:00-12:00	Salinas/Virtual
Excel - Summarizing Data with PivotTables	11/14/24	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	08/20/24	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	10/29/24	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	09/24/24	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	10/03/24	9:00-12:00	Salinas/Virtual



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Mastering Outlook - Beyond Email	Call for Class Schedule	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	09/12/24	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	11/06/24	9:00-12:00	Salinas/Virtual
Microsoft Project	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Querying Data with SQL	08/13/24 - 08/14/24	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	09/30/24	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	11/26/24	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	09/03/24	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	11/04/24	9:00-4:00	Salinas/Virtual
In Person and Virtual Classroom (VC) Business Classes			
Course Description	Start Date	Time	Location
Accounting Fundamentals	08/21/24 - 08/22/24	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	10/22/24 - 10/23/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	09/25/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/12/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/29/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	10/17/24	9:00-4:00	Salinas/Virtual
Communication Skills	10/31/24	9:00-4:00	Salinas/Virtual
Conflict Resolution	09/18/24	9:00-4:00	Salinas/Virtual
Email Etiquette	08/13/24	9:00-12:00	Salinas/Virtual
Email Etiquette	10/02/24	9:00-12:00	Salinas/Virtual
Emotional Intelligence	10/09/24	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	11/13/24	9:00-4:00	Salinas/Virtual
Time Management	09/11/24	9:00-12:00	Salinas/Virtual
Time Management	11/20/24	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
<p>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</p>			