



**Class Schedule**  
**October 2024 - January 2025**

**In Person and Virtual Classroom (VC) Software Classes**

Course Description	Start Date	Time	Location
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
Analyzing Data with Power BI	01/13/25	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	11/05/24	9:00-12:00	Salinas/Virtual
Creating Documents with Word	01/15/25	9:00-12:00	Salinas/Virtual
Crystal Reports - Level 1	01/27/25 - 01/28/25	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 1 - Fundamentals	12/03/24	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	01/08/25	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	01/21/25	9:00-4:00	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 2 - Tools and Operations	12/12/24	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	01/14/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	01/30/25	9:00-2:00	Salinas/Virtual
Excel 3 - Functions	10/30/24	9:00-4:00	Salinas/Virtual
Excel 3 - Functions	11/26/24	9:00-4:00	Salinas/Virtual
Excel 3 - Functions	12/17/24	9:00-4:00	Salinas/Virtual
Excel 3 - Functions	01/23/25	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	10/15/24	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	12/17/24	9:00-4:00	Salinas/Virtual
Excel - Summarizing Data with Pivot Tables	10/18/24	09:00-12:00	Salinas/Virtual
Excel - Summarizing Data with Pivot Tables	11/14/24	09:00-12:00	Salinas/Virtual
Excel - Summarizing Data with Pivot Tables	12/11/24	09:00-12:00	Salinas/Virtual
Excel - Summarizing Data with Pivot Tables	01/16/25	09:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	10/29/24	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	12/16/24	9:00-12:00	Salinas/Virtual
Excel - Consolidating Data with Power Pivot	12/10/24	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	Call for Class Schedule	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	10/24/2024	9:00-12:00	Salinas/Virtual



## Class Schedule October 2024 - January 2025

Mastering PowerPoint for Creators	11/06/24	9:00-12:00	Salinas/Virtual
Mastering PowerPoint for Creators	01/09/25	9:00-12:00	Salinas/Virtual
Microsoft Project	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Querying Data with SQL	12/02/24 - 12/03/24	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	11/04/24	9:00-4:00	Salinas/Virtual
Using Acrobat Including Interactive PDF Forms	01/07/25	9:00-4:00	Salinas/Virtual

### In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	10/22/24 - 10/23/24	9:00-4:00	Salinas/Virtual
Accounting Fundamentals	12/10/24 - 12/11/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	11/12/24	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	01/15/25	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	10/17/24	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	12/18/24	9:00-4:00	Salinas/Virtual
Communication Skills	10/31/24	9:00-4:00	Salinas/Virtual
Communication Skills	01/22/25	9:00-4:00	Salinas/Virtual
Conflict Resolution	12/19/24	9:00-4:00	Salinas/Virtual
Email Etiquette	10/02/24	9:00-12:00	Salinas/Virtual
Email Etiquette	12/05/24	9:00-12:00	Salinas/Virtual
Emotional Intelligence	10/09/24	9:00-12:00	Salinas/Virtual
Emotional Intelligence	12/04/24	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	11/20/24	9:00-12:00	Salinas/Virtual
Time Management	01/29/25	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