



**Class Schedule**  
**December 2024 - March 2025**

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

| Course Description                          | Start Date              | Time        | Location        |
|---|-------------------------|-------------|-----------------|
| Access - Level 1                            | 03/11/25 - 03/12/25     | 9:00-4:00   | Salinas/Virtual |
| Access - Level 2                            | Call for Class Schedule | 9:00-4:00   | Salinas/Virtual |
| Analyzing Data with Power BI                | 02/26/25                | 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                | 01/15/25                | 9:00-12:00  | Salinas/Virtual |
| Creating Documents with Word                | 03/12/25                | 9:00-12:00  | Salinas/Virtual |
| Crystal Reports - Level 1                   | 02/11/25 - 02/12/25     | 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 1 - Fundamentals                      | 02/06/25                | 9:00-4:00   | Salinas/Virtual |
| Excel 1 - Fundamentals                      | 02/19/25                | 9:00-4:00   | Salinas/Virtual |
| Excel 1 - Fundamentals                      | 03/04/25                | 9:00-4:00   | Salinas/Virtual |
| Excel 1 - Fundamentals                      | 03/18/25                | 9:00-4:00   | 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 2 - Tools and Operations              | 02/12/25                | 9:00-2:00   | Salinas/Virtual |
| Excel 2 - Tools and Operations              | 02/25/25                | 9:00-2:00   | Salinas/Virtual |
| Excel 2 - Tools and Operations              | 03/13/25                | 9:00-2:00   | Salinas/Virtual |
| Excel 2 - Tools and Operations              | 03/25/25                | 9:00-2:00   | 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 3 - Functions                         | 02/27/25                | 9:00-4:00   | Salinas/Virtual |
| Excel 3 - Functions                         | 03/27/25                | 9:00-4:00   | Salinas/Virtual |
| Excel 4 - Advanced Functions                | 12/17/24                | 9:00-4:00   | Salinas/Virtual |
| Excel 4 - Advanced Functions                | 02/25/25                | 9:00-4:00   | 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 - Summarizing Data with Pivot Tables  | 02/20/25                | 09:00-12:00 | Salinas/Virtual |
| Excel - Summarizing Data with Pivot Tables  | 03/20/25                | 09:00-12:00 | Salinas/Virtual |
| Excel - Presenting Data with Dashboards     | 03/26/25                | 9:00-12:00  | Salinas/Virtual |
| Excel - Consolidating Data with Power Pivot | 03/25/25                | 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            | Call for Class Schedule | 9:00-12:00  | Salinas/Virtual |
| Mastering PowerPoint for Creators           | 01/09/25                | 9:00-12:00  | Salinas/Virtual |
| Mastering PowerPoint for Creators           | 03/06/25                | 9:00-12:00  | Salinas/Virtual |



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December 2024 - March 2025**

|   |                         |            |                 |
|---|-------------------------|------------|-----------------|
| Microsoft Project                             | Call for Class Schedule | 9:00-4:00  | Salinas/Virtual |
| Microsoft Teams                               | 03/18/25                | 9:00-12:00 | Salinas/Virtual |
| Querying Data with SQL                        | Call for Class Schedule | 9:00-4:00  | Salinas/Virtual |
| SharePoint - Level 1                          | 01/28/25                | 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 | 01/16/25                | 9:00-4:00  | Salinas/Virtual |

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

| Course Description                                     | Start Date              | Time         | Location        |
|--|-------------------------|--------------|-----------------|
| Accounting Fundamentals                                | 02/26/25 - 02/27/25     | 9:00-4:00    | Salinas/Virtual |
| Finance Accounting for Management                      | 02/05/25                | 9:00-4:00    | Salinas/Virtual |
| Business Writing and Grammar                           | 01/15/25                | 9:00-4:00    | Salinas/Virtual |
| Business Writing and Grammar                           | 03/19/25                | 9:00-4:00    | Salinas/Virtual |
| Advanced Business Writing for Professionals            | 12/18/24                | 9:00-4:00    | Salinas/Virtual |
| Advanced Business Writing for Professionals            | 02/13/25                | 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 |
| Conflict Resolution                                    | 03/05/25                | 9:00-4:00    | Salinas/Virtual |
| Email Etiquette  | 02/04/25                | 9:00-12:00   | Salinas/Virtual |
| Emotional Intelligence                                 | 02/11/25                | 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 |
| Public Speaking  | 01/14/25                | 9:00-4:00    | Salinas/Virtual |
| Team Building  | 02/19/25                | 9:00-4:00    | 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