



Class Schedule
February 2025 - May 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
Analyzing Data with Power BI	05/13/25	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	03/12/25	9:00-12:00	Salinas/Virtual
Creating Documents with Word	05/08/25	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	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 1 - Fundamentals	04/02/25	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	04/17/25	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals - Spanish	04/24/25	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	05/01/25	9:00-4:00	Salinas/Virtual
Excel 1 - Fundamentals	05/22/25	9:00-4:00	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	03/25/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	04/09/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	04/22/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	05/07/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations - Spanish	05/20/25	9:00-2:00	Salinas/Virtual
Excel 2 - Tools and Operations	05/29/25	9:00-2:00	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 3 - Functions	04/30/25	9:00-4:00	Salinas/Virtual
Excel 3 - Functions	05/15/25	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	02/25/25	9:00-4:00	Salinas/Virtual
Excel 4 - Advanced Functions	05/01/25	9:00-4:00	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 - Summarizing Data with Pivot Tables	04/15/25	09:00-12:00	Salinas/Virtual
Excel - Summarizing Data with Pivot Tables	05/14/25	09:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	03/26/25	9:00-12:00	Salinas/Virtual
Excel - Presenting Data with Dashboards	05/28/25	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



**Class Schedule
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Mastering PowerPoint for Creators	05/06/25	9:00-12:00	Salinas/Virtual
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	04/07/25 - 04/08/25	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	04/22/25	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	04/21/25	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
Accounting Fundamentals	04/15/25 - 04/16/25	9:00-4:00	Salinas/Virtual
Finance Accounting for Management	05/28/25	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	03/19/25	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	05/21/25	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	04/29/25	9:00-4:00	Salinas/Virtual
Communication Skills	04/16/25	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
Email Etiquette	04/10/25	9:00-12:00	Salinas/Virtual
Emotional Intelligence	04/23/25	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	04/08/25	9:00-4:00	Salinas/Virtual
Team Building	02/19/25	9:00-4:00	Salinas/Virtual
Team Building	05/13/25	9:00-4:00	Salinas/Virtual
Time Management	04/03/25	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