



**Class Schedule**  
**May 2021 - August 2021**

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

Course Description	Start Date	Time	Location
Access - Level 1	08/02/21 - 08/03/21	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Acrobat - Level 1	06/07/21	9:00-12:00	Salinas/Virtual
Acrobat - Level 1	08/23/21	9:00-12:00	Salinas/Virtual
Acrobat - Interactive Forms	06/07/21	1:00-4:00	Salinas/Virtual
Acrobat - Interactive Forms	08/23/21	1:00-4:00	Salinas/Virtual
Crystal Reports - Level 1	07/12/21 - 07/13/21	9:00-4:00	Salinas/Virtual
Crystal Reports - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Intro to Excel	05/13/21	9:00-12:00	Salinas/Virtual
Intro to Excel	06/18/21	9:00-12:00	Salinas/Virtual
Intro to Excel	07/09/21	9:00-12:00	Salinas/Virtual
Intro to Excel	08/12/21	9:00-12:00	Salinas/Virtual
Excel Level 1 - Fundamentals	05/05/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	05/19/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	06/02/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	06/15/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals - Spanish	06/23/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	07/01/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	07/22/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	08/04/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	08/19/21	9:00-4:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	05/12/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations - Spanish	05/25/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	06/10/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	06/25/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	07/08/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	07/28/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations - Spanish	08/06/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	08/10/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	08/27/21	9:00-12:00	Salinas/Virtual
Excel Level 3 - Functions	05/27/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	06/30/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	07/21/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	08/18/21	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	07/06/21	9:00-12:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	08/30/21	9:00-12:00	Salinas/Virtual
Excel - Dashboards	06/08/21	9:00-12:00	Salinas/Virtual
Excel - Dashboards	08/24/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	05/14/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	06/17/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	07/15/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	08/25/21	9:00-12:00	Salinas/Virtual
Excel - PowerPivot	07/27/21	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	06/14/21 - 06/15/21	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
<i>Microsoft Office Professional (14 weeks) Call for Details</i>	Classes Start Bi-weekly	Half Day	Salinas/Virtual
Outlook	05/20/21	9:00-2:30	Salinas/Virtual
Outlook	07/14/21	9:00-2:30	Salinas/Virtual



**Class Schedule  
May 2021 - August 2021**

Power BI - Level 1	07/26/21	9:00-4:00	Salinas/Virtual
Power BI - Level 2	08/31/21	9:00-4:00	Salinas/Virtual
PowerPoint	05/06/21	9:00-2:30	Salinas/Virtual
PowerPoint	07/29/21	9:00-2:30	Salinas/Virtual
Project - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	07/19/21 - 07/20/21	9:00-4:00	Salinas/Virtual
SharePoint - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SQL Querying	08/16/21 - 08/17/21	9:00-4:00	Salinas/Virtual
Tableau - Level 1	08/09/21 - 08/10/21	9:00-4:00	Salinas/Virtual
Tableau - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Word	05/18/21	9:00-2:30	Salinas/Virtual
Word	07/07/21	9:00-2:30	Salinas/Virtual

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

Course Description	Start Date	Time	Location
Accounting Fundamentals - Level 1	06/09/21 - 06/10/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 1	08/04/21 - 08/05/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 2	06/23/21 - 06/24/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 2	08/18/21 - 08/19/21	1:00-4:00	Salinas/Virtual
Basic Business Math	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Business Writing and Grammar	06/03/21	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	08/11/21	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	06/16/21	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	08/26/21	9:00-4:00	Salinas/Virtual
Emotional Intelligence	06/16/21	9:00-3:00	Salinas/Virtual
Effective Presentations	07/21/21	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	08/05/21	9:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 1	05/05/21 - 05/06/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 1	07/14/21 - 07/15/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 2	05/19/21 - 05/20/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 2	07/28/21 - 07/29/21	1:00-4:00	Salinas/Virtual
Time Management	05/26/21	1:00-4:00	Salinas/Virtual
Time Management	08/12/21	1:00-4:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying	Call for Class Schedule	8:30-10:30	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