



**Class Schedule
September 2021 - December 2021**

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	11/01/21 - 11/02/21	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Acrobat - Level 1	12/07/21	9:00-12:00	Salinas/Virtual
Acrobat - Interactive Forms	12/07/21	1:00-4:00	Salinas/Virtual
Crystal Reports - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Crystal Reports - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Intro to Excel	09/10/21	9:00-12:00	Salinas/Virtual
Intro to Excel	10/01/21	9:00-12:00	Salinas/Virtual
Intro to Excel	11/03/21	9:00-12:00	Salinas/Virtual
Intro to Excel	12/01/21	9:00-12:00	Salinas/Virtual
Excel Level 1 - Fundamentals	09/02/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	09/16/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals - Spanish	09/24/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	10/06/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	10/21/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	11/08/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	11/19/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	12/03/21	9:00-4:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	09/08/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	09/23/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	10/13/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations - Spanish	10/26/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	10/27/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	11/17/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	12/07/21	9:00-12:00	Salinas/Virtual
Excel Level 3 - Functions	09/30/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	10/20/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	11/23/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	12/09/21	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	10/29/21	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	12/13/21	9:00-4:00	Salinas/Virtual
Excel - Dashboards	10/19/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	09/22/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	10/14/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	11/18/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	12/15/21	9:00-12:00	Salinas/Virtual
Excel - PowerPivot	10/18/21	9:00-4:00	Salinas/Virtual
Excel - PowerPivot	12/14/21	9:00-4:00	Salinas/Virtual
Excel - Intro to VBA	09/20/21 - 09/21/21	9:00-4:00	Salinas/Virtual
Excel - Programming with VBA	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Outlook	09/09/21	9:00-12:00	Salinas/Virtual
Outlook	11/10/21	9:00-12:00	Salinas/Virtual
Power BI - Level 1	10/12/21	9:00-4:00	Salinas/Virtual
Power BI - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual



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PowerPoint	09/29/21	9:00-12:00	Salinas/Virtual
PowerPoint	11/22/21	9:00-12:00	Salinas/Virtual
Project - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	11/15/21 - 11/16/21	9:00-4:00	Salinas/Virtual
SharePoint - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SQL Querying	11/29/21 - 11/30/21	9:00-4:00	Salinas/Virtual
Tableau - Level 1	11/22/21 - 11/23/21	9:00-4:00	Salinas/Virtual
Tableau - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Word	09/15/21	9:00-12:00	Salinas/Virtual
Word	11/04/21	9:00-12:00	Salinas/Virtual
In Person and Virtual Classroom (VC) Business Classes			
Course Description	Start Date	Time	Location
Accounting Fundamentals - Level 1	10/13/21 - 10/14/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 1	12/08/21 - 12/09/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 2	10/20/21 - 10/21/21	1:00-4:00	Salinas/Virtual
Accounting Fundamentals - Level 2	12/15/21 - 12/16/21	1:00-4:00	Salinas/Virtual
Basic Business Math	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Business Writing and Grammar	10/05/21	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	12/02/21	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	10/26/21	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	12/16/21	9:00-4:00	Salinas/Virtual
Emotional Intelligence	09/15/21	9:00-12:00	Salinas/Virtual
Emotional Intelligence	12/02/21	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	11/09/21	9:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 1	09/22/21 - 09/23/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 1	11/09/21 - 11/10/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 2	09/29/21 - 09/30/21	1:00-4:00	Salinas/Virtual
QuickBooks Fundamentals - Level 2	11/17/21 - 11/18/21	1:00-4:00	Salinas/Virtual
Time Management	10/07/21	1:00-4:00	Salinas/Virtual
Time Management	12/01/21	1:00-4:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	09/24/21	8:30-10:30	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	09/24/21	11:00-12:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - Spanish	09/24/21	11:00-12:00	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