



Class Schedule
December 2021 - March 2022

In Person and Virtual Classroom (VC) Software Classes

Course Description	Start Date	Time	Location
Access - Level 1	3/21/22 - 3/22/22	9:00-4:00	Salinas/Virtual
Access - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Acrobat - Level 1	Call for Class Schedule	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
Excel Level 1 - Fundamentals	12/02/21	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	01/05/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	01/21/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	02/03/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	02/15/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	03/02/22	9:00-4:00	Salinas/Virtual
Excel Level 1 - Fundamentals	03/17/22	9:00-4:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	12/07/21	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	01/13/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	01/27/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	02/10/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	02/22/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	03/09/22	9:00-12:00	Salinas/Virtual
Excel Level 2 - Tools and Operations	03/24/22	9:00-12:00	Salinas/Virtual
Excel Level 3 - Functions	12/09/21	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	01/20/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	02/24/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	03/15/22	9:00-4:00	Salinas/Virtual
Excel Level 3 - Functions	03/30/22	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	12/13/21	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	01/31/22	9:00-4:00	Salinas/Virtual
Excel Level 4 - Advanced Functions	02/28/22	9:00-4:00	Salinas/Virtual
Excel - Dashboards	01/18/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	12/15/21	9:00-12:00	Salinas/Virtual
Excel - PivotTables	01/19/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	02/17/22	9:00-12:00	Salinas/Virtual
Excel - PivotTables	03/10/22	9:00-12:00	Salinas/Virtual
Excel - PowerPivot	12/14/21	9:00-4:00	Salinas/Virtual
Excel - PowerPivot	03/01/22	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
Outlook	Call for Class Schedule	9:00-12:00	Salinas/Virtual
Power BI - Level 1	2/1/2022	9:00-4:00	Salinas/Virtual
Power BI - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
PowerPoint	01/12/22	9:00-12:00	Salinas/Virtual
PowerPoint	03/16/22	9:00-12:00	Salinas/Virtual



**Class Schedule
December 2021 - March 2022**

Project - Level 1	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SharePoint - Level 1	03/14/22 - 03/15/22	9:00-4:00	Salinas/Virtual
SharePoint - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
SQL Querying	02/07/22 - 02/08/22	9:00-4:00	Salinas/Virtual
Tableau - Level 1	01/13/22 - 01/14/22	9:00-4:00	Salinas/Virtual
Tableau - Level 2	Call for Class Schedule	9:00-4:00	Salinas/Virtual
Word	01/06/22	9:00-12:00	Salinas/Virtual
Word	03/23/22	9:00-12:00	Salinas/Virtual

In Person and Virtual Classroom (VC) Business Classes

Course Description	Start Date	Time	Location
Accounting Fundamentals	02/09/22 - 02/10/22	9:00-4:00	Salinas/Virtual
Basic Business Math	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Business Writing and Grammar	02/02/22	9:00-4:00	Salinas/Virtual
Business Writing and Grammar	03/31/22	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	12/15/21	9:00-4:00	Salinas/Virtual
Advanced Business Writing for Professionals	02/23/22	9:00-4:00	Salinas/Virtual
Communication Skills	01/19/22	9:00-4:00	Salinas/Virtual
Communication Skills	03/03/22	9:00-4:00	Salinas/Virtual
Conflict Resolution	02/15/22	9:00-4:00	Salinas/Virtual
Conflict Resolution	03/29/22	9:00-4:00	Salinas/Virtual
Emotional Intelligence	12/07/21	9:00-12:00	Salinas/Virtual
Emotional Intelligence	02/24/22	9:00-12:00	Salinas/Virtual
Effective Presentations	Call for Class Schedule	1:00-4:00	Salinas/Virtual
Project Management Fundamentals	02/16/22	9:00-4:00	Salinas/Virtual
QuickBooks Fundamentals	01/12/22 - 01/13/22	9:00-4:00	Salinas/Virtual
QuickBooks Fundamentals	03/09/22 - 03/10/22	9:00-4:00	Salinas/Virtual
Team Building	02/02/22	9:00-4:00	Salinas/Virtual
Team Building	03/17/22	9:00-4:00	Salinas/Virtual
Time Management	12/15/21	9:00-12:00	Salinas/Virtual
Time Management	02/16/22	9:00-12:00	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	12/06/21	8:30-10:30	Salinas/Virtual
Sexual Harassment, Discrimination & Bullying - English	12/06/21	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