



# TRAINING for Today!

Business

Design

Technology

Career

## Fall 2024

August 26-December 14

**TUITION FREE**

(P In-Person Z Zoom)

Accounting (Business)

Classes subject to change

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
43168	ACTV	NC002	Monthly Procedures using QuickBooks	Zoom Only	ONLINE	10/5	10/26	Sat 9:00am-12:50pm	Carolyn Terry
44351	ACTV	NC214	Exploring IRS Enrolled Agent Work	In-Person	Wake 4	10/19	10/19	Sat 8:30am-4:30pm	Barbara Aue
43162	ACTV	NC003	Year End Procedures	Zoom Only	ONLINE	11/2	11/23	Sat 9:00am-12:50pm	Carolyn Terry

Career Planning (Business)

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
44376	PDW	NC001	Personalized Career Planning	In-Person	Wake 28	11/16	11/23	Sat 9:00am-1:00pm	Valerie Eurman
44377	PDW	NC002	Strategic Job Search	In-Person	Wake 5	12/7	12/7	Sat 8:30-4:30pm	Janna Mori

Business

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
44008 P 45139 Z	PROW	NC012	Supervisory Skills*	Hyflex	Wake 28	10/11	10/11	Fri 8:30am-4:30 pm	Linda Croyle
44603	PROW	NC006	Leadership Skills	Zoom	Online	10/16	10/16	Wed 8:30am-4:30 pm	James Joyce III
44457 P 44686 Z	PROW	NC003	Time Management	Hyflex	Wake 28	10/23	10/23	Wed 8:30am-4:30 pm	Esther Frankel
44383 P 44535 Z	PROW	NC085	Building Resilience in the Workplace	Hyflex	Wake 28	10/24	10/24	Thu 8:30am-4:30 pm	Nick Duggan
44655	PROW	NC021	Coaching Skills	Zoom	Online	10/30	10/30	Wed 8:30am-4:30 pm	James Joyce III
44014 P 44320 Z	PROW	NC084	Trust and Conflict Resolution	Hyflex	Wake 28	10/31	10/31	Thu 8:30am-4:30 pm	Nick Duggan
44009 P 44389 Z	PROW	NC032	Difficult Conversations	Hyflex	Wake 28	11/5	11/5	Tue 8:30am-4:30 pm	James Joyce III
45077	PROW	NC015	Building High Performance Teams (UCSB)	Zoom	Online	11/6	11/6	Wed 8:30am-4:30 pm	James Joyce III
44011 P 44323 Z	PROW	NC083	Effectively Managing Workplace Stress	Hyflex	Wake 28	11/7	11/7	Thu 8:30am-4:30 pm	Deborah Cujino Deras
43229 P 44313 Z	PROW	NC002	Business Writing in a Technological World	Hyflex	Wake 28	11/13	11/13	Wed 8:30am-4:30 pm	James Joyce III
43253	PROW	NC067	High Impact Presentations and Proposals for the Work Place	Zoom	Online	11/14	11/14	Thu 8:30am-4:30 pm	Erin Gorrell
45081 P 44527 Z	PROW	NC036	The Art of Negotiating and Collaborating	Hyflex	Wake 28	11/19	11/19	Tue 8:30am-4:30 pm	Luz Borjon
45073 P 45074 Z	PROW	NC050	Best Practices in Customer Service	Hyflex	Wake 28	11/20	11/20	Wed 8:30am-4:30 pm	Erin Gorrell
45078 P 45079 Z	PROW	NC019	Personality Styles and Difficult Relationships	Hyflex	Wake 28	11/21	11/21	Thu 8:30am-4:30 pm	Erin Gorrell
45080 P 44120 Z	PROW	NC021	Coaching Skills	Hyflex	Wake 28	12/3	12/3	Tue 8:30am-4:30 pm	James Joyce III
44829 Z	PROW	NC012	Supervisory Skills	Moved to Zoom only	Online	12/5	12/5	Thu 8:30am-4:30 pm	Jane Gama
44390 P 44526 Z	PROW	NC033	Successfully Managing and Developing People	Hyflex	Wake 28	12/10	12/12	Tues/Thur 8:30am-4:30 pm	Erin Gorrell
44394 P 45066 Z	PROW	NC004	Workplace Communication Strategies	Hyflex	Wake 28	12/11	12/11	Wed 8:30am-4:30 pm	Nick Duggan

Technology Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
44262 Z	CMPW	NC031	Intro to MAC OX X Level 1	Moved to Zoom only	Online	9/30	10/16	Mon/Wed 1:00pm-4:10pm	Diana Musacchio

43999	CMPW	NC012	How to Use Google Drive to Maximize Performance	In-Person	Wake 4	10/5	10/26	Sat 9:00am-1:00pm	J Cesar Lara Perez
43218	CMPW	NC63C	MS Excel 3	In-Person	Wake 5	10/8	10/17	Tue/Thur 6:00pm-8:15pm	Vince Wong
43174	CMPW	NC016	Pinterest and Instagram for Business	Zoom Only	Online	10/18	10/18	Fri 8:30am-4:30pm	BilliJo Starr
44263 Z	CMPW	NC032	Intro to Mac OS X Level 2	Moved to Zoom only	Online	10/21	11/16	Mon/Wed 1:00pm-4:10pm	Diana Musacchio
43185	CMPW	NC080	Setting Up A Blog	In-Person	Moved to Wake 5	10/19	10/26	Sat 9am-1pm	Chuck Place
45041	CMPW	NC51A	MS Word 1	In-Person	Wake 5	10/29	11/6	Tue/Wed 6:00pm-8:15pm	Vince Wong
45042 P 45043 Z	CMPW	NC51A	MS Word 1	Hyflex	Wake 5	10/29	11/5	Tue/Thur 9:00am-12:15pm	Esther Frankel
44359	CMPW	NC017	LinkedIn for Business	Zoom Only	Online	11/8	11/8	Fri 8:30am-4:30pm	BilliJo Starr
45045 P 45047 Z	CMPW	NC51B	MS Word 2	Hyflex	Wake 5	11/7	11/26	Tue/Thur 9:00am-12:15pm	Esther Frankel
44362	CMPW	NC015	Twitter for Business	Zoom Only	Online	10/25	11/8	Fri 8:30am-4:30pm	BilliJo Starr
44374	LIBW	NC001	Online Research Skills	In-Person	Wake 5	11/9	11/9	Sat 8:30am-4:30pm	Pending Staff
44595 P 44700 Z	CMPW	NC024	Introduction to Windows	Hyflex	Wake 4	11/12	12/3	Tues 1:00pm-3:20pm	Norma Eggli
45044	CMPW	NC51B	MS Word 2	In-Person	Wake 5	11/12	11/21	Tue/Thur 6:00pm-8:15pm	Vince Wong
44375	LIBW	NC002	Research with Infographics	In-Person	Wake 5	11/16	11/16	Sat 8:30am-4:30pm	Pending Staff
45049 P 45050 Z	CMPW	NC51C	MS Word 3	Hyflex	Wake 5	11/19	11/26	Tue/Thur 9:00am-12:15pm	Esther Frankel
45048	CMPW	NC51C	MS Word 3	In-Person	Wake 5	12/3	12/12	Tue/Thur 6:00pm-8:15pm	Vince Wong
44372	CMPW	NC081	Create Compelling Content	In-Person	Moved to Wake 4	12/6	12/13	Fri 9:00am-1:00pm	Diana Musacchio
44016	CMPW	NC018	YouTube for Business	Zoom Only	Online	12/13	12/13	Fri 8:30am-4:30pm	Erin Gorrell

### Design Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
43268	PHOW	NC004	Lightroom Classic 2	Zoom Only	Online	10/1	10/17	Tue/Thur 5:30pm-8:00pm	Bruce Burkhardt
44240 P 45064 Z	MATW	NC003	Photoshop	Moved to Zoom only	Online	10/14	11/6	Mon/Wed 4:00pm-7:15pm	Diana Musacchio
44067	GDPW	NC010	Introduction to Adobe Illustrator	Zoom Only	Online	10/18	11/22	Fri 9am-12:45pm	Diana Musacchio
43270	PHOW	NC005	Lightroom Classic 3	Zoom Only	Online	10/22	11/7	Tue/Thur 5:30pm-8:00pm	Bruce Burkhardt
43165	PHOW	NC001	Digital Cameras, Digital Photo	In-Person	moved to Wake 05	10/30	11/30	Wed 9:00am-11:15am	Chuck Place
43269	PHOW	NC002	Photoshop for Digital Photographers	Zoom Only	Online	11/12	12/12	Tue/Thur 5:35pm-8:15pm	Bruce Burkhardt
44205	GDPW	NC001	Digital Design Techniques	Moved to Zoom only	Online	11/18	12/11	Mon/Wed 4:00pm-7:15pm	Diana Musacchio

### Career Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
43226 P 44238 Z	CTV	NC022	Repurposing and Refurbishing	HyFlex	Wake 20	10/30	12/11	Wed 6:00pm-8:15pm	Carol Ashley
43374	EHV	NC207	Small Scale Food Production 1	Zoom Only	ONLINE	9/19	10/10	Thur 4:00pm-7:00pm	Oscar Carmona
43224	CTV	NC002	Construction Finish Carpentry	In-Person	Wake 24	9/24	10/15	Tue 5:00pm-8:00pm	Rod Utt
44298	EHV	NC208	Small Scale Food Production 2	In-Person	Credit Campus-LCP	10/15	11/5	Tue 9:00am-12:00pm	Oscar Carmona
43375	EHV	NC208	Small Scale Food Production 2	Zoom Only	ONLINE	10/17	11/7	Thu 4:00pm-7:00pm	Oscar Carmona
44678	CAV	NC013	Safe Food Prep. & Serv. Mod. 1	In-Person	Eastside Library	10/21	10/28	Mon 8:30am-2:20pm	Julie Hobbins
42383	EHV	NC002	Green Gardener: Module 2	In-Person	Wake 28	10/21	12/9	Mon 5:00pm-7:45pm	Oscar Carmona
45134	EHV	NC207	Small Scale Food Production 1	In-Person	Credit Campus-LCP	10/22	11/12	Tue 9:00am-12:00pm	Oscar Carmona
43223	CTV	NC004	Construction Plumbing	In-Person	Wake 24	10/22	11/12	Tues 5:00pm-8:00pm	Rod Utt
44927	EHV	NC002	Green Gardener: Module 2	In-Person	Wake 28	10/23	12/4	Wed 5:00pm-7:45pm	Oscar Carmona
43173	AHV	NC021	Personal Care Attendant II	In-Person	Wake 14	10/28	11/20	Mon/Wed 5:30pm-8:20pm	MaryBeth Noggle
43222	CTV	NC003	Construction Electrical	In-Person	Wake 24	11/19	12/10	Tues 5:00pm-8:00pm	James Cunningham

45135	EHV	NC208	Small Scale Food Production 2	In-Person	Credit Campus-LCP	11/19	12/10	Tue 9:00am-12:00pm	Oscar Carmona
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### Woodshop (Career)

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days and Times	Instructor
45095	CTV	NC002	Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	9/25	10/16	Wed 5:30-8:30pm	Rod Utt
45091	CTV	NC002	Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	9/27	10/15	Tue 9:00am-12:00pm	Timothy Palmer
45092	CTV	NC012	Intermediate Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	10/22	11/12	Tue 9:00am-12:00pm	Timothy Palmer
45096	CTV	NC012	Intermediate Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	10/23	11/13	Wed 5:30-8:30pm	Rod Utt
45093	CTV	NC012	Intermediate Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	11/19	12/10	Tue 9:00am-12:00pm	Timothy Palmer
45097	CTV	NC012	Intermediate Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	11/20	12/11	Wed 5:30-8:30pm	Rod Utt

### Bilingual Computer Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days/Times	Instructor
43507	CMPW	NC003	Intro to WindowsOS (Bilingual)	In-Person	Schott 17	8/26	10/19	Mon/Wed 11:35am-2:35pm	Norma Graffius
43504	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott 17	8/26	10/19	Tue/Thur 11:35am-2:35pm	Norma Graffius
43502	CMPW	NC008	Microsoft Pub Fund (Bilingual)	In-Person	Wake 06	8/26	10/19	Mon/Wed 11:35am-2:25pm	Cesar Lara Perez
44693	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Wake 06	8/26	10/19	Tue/Thur 11:30am-2:35pm	Cesar Lara Perez
45084	CMPW	NC004	Internet and Email/Bilingual	Zoom Only	ONLINE	8/26	10/19	Mon/Wed 1:00pm-3:30pm	Araceli Aparisio
44683 P 44684 Z	CMPW	NC007	Microsoft Excel (Bilingual)	Hyflex	Wake 06	8/26	10/19	Mon/Wed 2:40pm-5:30pm	Raul Uribe
45038 P 43503 Z	CMPW	NC002	Intro to Computers (Bilingual)	Hyflex	Wake 06	8/26	10/19	Tue/Thur 2:40pm-5:30pm	Raul Uribe
44685	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott 17	8/26	10/19	Mon/Wed 4:30pm-6:40pm	Antonieta Solis
43507	CMPW	NC003	Introduction to Windows Operating Systems (Bilingual)	In-Person	Schott 17	8/26	10/19	Tue/Thur 4:30pm-6:40pm	Antonieta Solis
44129	CMPW	NC006	MS PowerPoint (Bilingual)	Zoom Only	ONLINE	8/26	10/19	Tue/Wed/Thu 5:30pm-7:30pm	Norma Bahena
44694	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Wake 06	10/21	12/14	Mon/Wed 11:35am-2:35pm	Cesar Lara Perez
43505	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Schott 17	10/21	12/14	Mon/Wed 11:35am-2:35pm	Norma Graffius
45193	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Wake 06	10/21	12/14	Tue/Thur 11:35am-2:35pm	Cesar Lara Perez
45087	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Schott 17	10/21	12/14	Tue/Thur 11:35am-2:35pm	Norma Graffius
45088	CMPW	NC005	Microsoft Word Fund/Bilingual	Zoom Only	ONLINE	10/21	12/14	Mon/Wed 1:00pm-3:30pm	Araceli Aparisio
44195 P 44722 Z	CMPW	NC010	Comp/Skills (Bilingual)	Hyflex	Wake 06	10/21	12/14	Mon/Wed 2:30pm-5:30pm	Raul Uribe
44681 P 44682 Z	CMPW	NC004	Internet and Email/Bilingual	Hyflex	Wake 06	10/21	12/14	Tue/Thur 2:40pm-5:30pm	Raul Uribe
44692	CMPW	NC004	Internet and Email/Bilingual	In-Person	Schott 17	10/21	12/14	Tue/Thur 4:30pm-6:40pm	Antonieta Solis
44679	CMPW	NC006	MS PowerPoint (Bilingual)	In-Person	Schott 17	10/21	12/14	Mon/Wed 4:30pm-6:40pm	Antonieta Solis
44130	CMPW	NC002	Intro to Computers (Bilingual)	Zoom Only	ONLINE	10/21	12/14	Tue/Wed/Thu 5:30pm-7:30pm	Norma Bahena

### Tutor Training

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days/Times	Instructor
44273	TUTW	NC199	Tutor Training Across the Disciplines	Zoom Only	ONLINE	11/1	11/3	Fri 1:00pm-5:00pm/ Sat 10am-2:00pm	Regina Reese

## To Register

1) Go to [sbcc.edu/extendedlearning/application.php](https://sbcc.edu/extendedlearning/application.php)



Registration QR Code



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