



TRAINING for Today!

Business • Design • Technology • Career

Summer 2023

June 5-August 10

sbcc.edu/csi

Classes are subject to change

Job Planning (Business)

CRN	Dept	Course	Course Title	In-Person or Zoom	Start Date	End Date	Days	Start Time	End Time	Instructor	
80536	PDW	NC001	Personalized Career Planning	In-Person	Wake 28	7/15	7/22	Sat	9:00 AM	1:00 PM	Valerie Eurman
80284	PDW	NC002	Strategic Job Search	In-Person	Wake 04	7/29	8/5	Sat	9:00 AM	1:00 PM	Janna Mori

Accounting

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
80683	ACTV	NC001	Setting up QuickBooks for sm. Business	Zoom	Online	6/13	6/22	Tue,Thu	5:00 PM	8:50 PM	Carolyn Terry
80684	ACTV	NC002	Monthly Procedures using QuickBooks	Zoom	Online	6/27	7/11	Tue,Thu	5:00 PM	8:50 PM	Carolyn Terry
81067	ACTV	NC101	Intro to Accounting Basics 1	Zoom	Online	7/10	7/24	Mon,Thu	12:00 PM	3:00 PM	Eva Schmidt
80685	ACTV	NC003	Year End Procedures Quickbooks	Zoom	Online	7/18	7/27	Tue,Thu	5:00 PM	8:50 PM	Carolyn Terry
81068	ACTV	NC102	Intro to Accounting Basics 2	Zoom	Online	7/31	8/10	Mon,Thu	12:00 PM	3:00 PM	Eva Schmidt

Business Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
81051	COMW	NC001	Building an Equity Mindset	ONLINE	ONLINE	6/5	7/8	Fully Online			Dr. Carrie Hutchins
80525 In-Person 80718 Zoom	PROW	NC003	Time Management	Hyflex	Wake 28	6/7	6/7	Wed	8:30 AM	4:30 PM	Linda Croyle
80544 In-Person 80720 Zoom	PROW	NC013	Emotional Intelligence in the Workplace	Hyflex	Wake 28	6/13	6/13	Tue	8:30 AM	4:30 PM	Linda Croyle
80558 In-Person 80721 Zoom	PROW	NC028	Championing Diversity in the Workplace	Hyflex	Wake 28	6/14	6/14	Wed	8:30 AM	4:30 PM	Linda Croyle
80547 In-Person 80722 Zoom	PROW	NC035	Workplace Politics	Hyflex	Wake 28	6/22	6/22	Thu	8:30 AM	4:30 PM	Linda Croyle
80540 In-Person 80723 Zoom	PROW	NC006	Leadership Skills	Hyflex	Wake 28	6/27	6/27	Tue	8:30 AM	4:30 PM	Linda Croyle
80548 In-Person 80724 Zoom	PROW	NC021	Coaching Skills	Hyflex	Wake 28	6/28	6/28	Wed	8:30 AM	4:30 PM	Linda Croyle
80501 In-Person 80725 Zoom	PROW	NC086	Thriving in a Multigenerational Workforce	Hyflex	Wake 28	6/29	6/29	Thu	8:30 AM	4:30 PM	Linda Croyle
81052	COMW	NC002	Applying an Equity Mindset	ONLINE	Online	7/10	8/12	Fully Online			Dr. Carrie Hutchins
80557 In-Person 80726 Zoom	PROW	NC051	Secrets of a Great Employee	Hyflex	Wake 28	7/11	7/11	Tue	8:30 AM	4:30 PM	Pending Staff
80545 In-Person 80727 Zoom	PROW	NC044	Assertive Communication	Hyflex	Wake 28	7/12	7/12	Wed	8:30 AM	4:30 PM	Pending Staff
80556 In-Person 80728 Zoom	PROW	NC067	High Impact Presentations and Proposals for the Work Place	moved to zoom only	Wake 28	7/13	7/13	Thu	8:30 AM	4:30 PM	Jennifer Brown
80561 In-Person 80729 Zoom	PROW	NC064	Accountability	Hyflex	Wake 28	7/18	7/18	Tue	8:30 AM	4:30 PM	Pending Staff
80524 In-Person 80730 Zoom	PROW	NC005	Critical Thinking, Problem Solving and Decision Making	Hyflex	Wake 28	7/19	7/19	Wed	8:30 AM	4:30 PM	Pending Staff
80541 In-Person 80731 Zoom	PROW	NC038	Increasing Productivity	Hyflex	Wake 28	7/20	7/20	Thu	8:30 AM	4:30 PM	Pending Staff
80539 In-Person 80732 Zoom	PROW	NC019	Personality Styles and Difficult Relationships	Hyflex	Wake 28	7/25	7/25	Tue	8:30 AM	4:30 PM	Pending Staff
80537 In-Person 80733 Zoom	PROW	NC032	Difficult Conversations	Hyflex	Wake 28	7/26	7/26	Wed	8:30 AM	4:30 PM	Pending Staff
81082 in-Person 81081 Zoom	PROW	NC068	Professional Etiquette	moved to zoom only	Wake 28	7/27	7/27	Thu	8:30 AM	4:30 PM	Pending Staff
81086 Zoom	PROW	NC015	Building High Performance Teams	Zoom	Online	8/1	8/1	Tue	8:30 AM	4:30 PM	Linda Croyle
80538 In-Person 80735 Zoom	PROW	NC050	Best Practice in Customer Service	Hyflex	Wake 28	8/1	8/1	Tue	8:30 AM	4:30 PM	Pending Staff
80197 In-Person 80736 Zoom	PROW	NC002	Business Writing in a Technological World	Hyflex	Wake 28	8/2	8/2	Wed	8:30 AM	4:30 PM	Linda Croyle

81085 Zoom	PROW	NC013	Emotional Intelligence in the Workplace (UCSB)	Zoom	Online	8/3	8/3	Thu	8:30 AM	4:30 PM	Linda Croyle
80543 In-Person 80737 Zoom	PROW	NC014	Motivating Yourself and Others	Hyflex	Wake 28	8/3	8/3	Thu	8:30 AM	4:30 PM	Pending Staff
81083 In-Person 81084 Zoom	PROW	NC033	Successfully Managing and Developing People	Hyflex	Wake 28	8/8	8/10	Tue,Thu	8:30 AM	4:30 PM	Linda Croyle
80549 In-Person 80738 Zoom	PROW	NC036	The Art of Negotiating and Collaborating	Hyflex	Wake 28	8/8	8/8	Tue	8:30 AM	4:30 PM	Pending Staff
80542 in-person 80739 Zoom	PROW	NC012	Supervisory Skills	Hyflex	Wake 28	8/9	8/9	Wed	8:30 AM	4:30 PM	Linda Croyle
80546 In-Person 80740 Zoom	PROW	NC025	Resolving Differences in the Workplace	Hyflex	Wake 28	8/10	8/10	Thu	8:30 AM	4:30 PM	Pending Staff

Design Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Room	Start Date	End Date	Days	Start Time	End Time	Instructor
80519 Zoom	PHOW	NC003	Lightroom Classic 1	Zoom	Online	6/5	6/14	Mon,Wed	12:30 PM	4:30 PM	Bruce Burkhardt
80523 Zoom	PHOW	NC002	Photoshop for Digital Photos	Zoom	Online	6/7	7/12	Wed	5:00 PM	8:45 PM	Bruce Burkhardt
80742 In-Person	PHOW	NC006	Editorial Photography	In-Person	Wake 03	6/9	7/28	Fri	9:00 AM	11:00 AM	Charles Place
80521 In-Person	GDPW	NC005	Photoshop Overview	In-Person	Wake 03	6/10	6/24	Sat	9:00 AM	11:00 AM	Bruce Burkhardt
80292 Zoom	GDPW	NC010	Introduction to Adobe Illustrator	Zoom	Online	6/13	6/29	Tue,Thu	5:00 PM	8:45 PM	Say Dempsay Skill
80188 Zoom	GDPW	NC001	Digital Design Techniques	Zoom	Online	6/14	8/2	Wed	9:00 AM	11:55 AM	Diana Musacchio
80518 Zoom	PHOW	NC004	Lightroom Classic 2	Zoom	Online	6/21	7/3	Mon,Wed	12:30 PM	4:30 PM	Bruce Burkhardt
81204 Zoom	GDPW	NC010	Introduction to Adobe Illustrator	Zoom	Online	6/26	8/7	Mon	9:00 AM	12:10 PM	Diana Musacchio
80198 Zoom	MATW	NC003	Photoshop	Zoom	Online	6/30	8/4	Fri	9:00 AM	12:45 PM	Diana Musacchio
80517 Zoom	PHOW	NC005	Lightroom Classic 3	Zoom	Online	7/5	7/17	Mon,Wed	12:30 PM	4:30 PM	Bruce Burkhardt
80741 In-Person	PHOW	NC001	Digital Cameras, Digital Photo	In-Person	Wake 03	7/15	8/5	Sat	9:00 AM	11:15 AM	Charles Place

Technology Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
80306 In-Person 80476 Zoom	CMPW	NC51A	MS Word 1	Hyflex	Wake 04	6/5	6/14	Mon,Wed	9:00 AM	11:15 AM	Norma Eggli
80516 Zoom	CMPW	NC030	Introduction to the Mac	Zoom	Online	6/6	6/22	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
80285 In-Person 80474 Zoom	CMPW	NC63A	MS Excel 1	Hyflex	Wake 04	6/6	6/15	Tue,Thu	9:00 AM	11:15 AM	Norma Eggli
80533 In-Person 80534 Zoom	CMPW	NC63B	MS Excel 2	Hyflex	Wake 04	6/20	6/29	Tue,Thu	9:00 AM	11:15 AM	Norma Eggli
80520 Zoom	CMPW	NC037	Living the iLife	Zoom	Online	6/21	8/9	Wed	1:00 PM	3:45 PM	Diana Musacchio
80515 Zoom	CMPW	NC031	Intro to MAC OX Level 1	Zoom	Online	6/27	7/18	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
80693 In-Person 80694 Zoom	CMPW	NC51B	MS Word 2	Hyflex	Wake 04	7/10	7/19	Mon,Wed	9:00 AM	11:15 AM	Norma Eggli
80504 In-Person 80535 Zoom	CMPW	NC63C	MS Excel 3	Hyflex	Wake 04	7/11	7/20	Tue,Thu	9:00 AM	11:15 AM	Norma Eggli
81205	CMPW	NC63A	MS Excel 1	Zoom	Online	7/13	7/20	Tue,Thu	5:30 PM	8:35 PM	Diana Musacchio
80514 Zoom	CMPW	NC032	Intro to Mac OS X Level 2	Zoom	Online	7/20	8/8	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
80530 IN-Person 80531 Zoom	CMPW	NC51C	MS Word 3	Hyflex	Wake 04	7/24	8/2	Mon,Wed	9:00 AM	11:15 AM	Norma Eggli
81206	CMPW	NC63B	MS Excel 2	Zoom	Online	7/25	8/1	Tue,Thu	5:30 PM	8:35 PM	Diana Musacchio
80286 In-Person 80477 Zoom	CMPW	NC55A	MS PowerPoint 1	Hyflex	Wake 04	8/1	8/10	Tue,Thu	9:00 AM	11:15 AM	Norma Eggli
81206	CMPW	NC63C	MS Excel 3	Zoom	Online	8/3	8/11	Tue,Thu	5:30 PM	8:35 PM	Diana Musacchio
80283 Zoom	CMPW	NC017	LinkedIn for Business	Zoom	Online	8/11	8/11	Fri	8:30 AM	4:30 PM	Dr. Billi Jo Starr

Career Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
80690	EHV	NC207	Small Scale Food Production 1	Zoom	Online	6/14	7/5	Wed	4:00 PM	7:15 PM	Oscar Carmona
81059	CTV	NC001	Construction Framing	In-Person	Wake 24	6/6	6/27	Tue	5:00 PM	8:00 PM	Rod Utt

80195	EHV	NC001	Green Gardener: Module 1	Hyflex	Wake 28	6/6	7/6	Tue,Thu	5:00 PM	7:20 PM	Oscar Carmona
80689	EHV	NC207	Small Scale Food Production 1	In-Person	LCP	6/13	7/11	Tue	9:00 AM	12:00 PM	Oscar Carmona
80691	EHV	NC208	Small Scale Food Production 2	In-Person	LCP	7/18	8/8	Tue	9:00 AM	12:00 PM	Oscar Carmona
81060	CTV	NC002	Construction Finish Carpentry	In-Person	Wake 24	7/11	8/1	Tue	5:00 PM	8:00 PM	Rod Utt
80196	EHV	NC002	Green Gardener: Module 2	Hyflex	Wake 28	7/11	8/8	Tue,Thu	5:00 PM	7:30 PM	Oscar Carmona
80692	EHV	NC208	Small Scale Food Production 2	Zoom	Online	7/12	8/2	Wed	4:00 PM	7:00 PM	Oscar Carmona

Bilingual Computer Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
80704 In-Person	CMPW	NC010	Computer/Skills (Bilingual)	In-Person	Wake 06	6/5	7/6	M, T, W, Th	9:00 AM	12:00 PM	J Cesar Lara Pere
80696 In-Person 80697 Zoom	CMPW	NC010	Computer/Skills (Bilingual)	Hyflex	Schott 17	6/5	7/8	M, T, W, Th	9:00 AM	12:00 PM	Norma Graffius
80706 Zoom	CMPW	NC010	Computer/Skills (Bilingual)	Zoom	Online	6/5	7/6	M, T, W, Th	11:00 AM	2:00 PM	Antonieta Solis Sc
80408 In-Person 80698 Zoom	CMPW	NC006	Microsoft PowerPoint Fundamentals (Bilingual)	Hyflex	Schott 17	6/5	7/8	M, T, W, Th	12:05 PM	2:30 PM	Norma Graffius
80705 In-Person	CMPW	NC008	Microsoft Publisher Fundamentals (Bilingual)	In-Person	Wake 06	6/5	7/6	M, T, W, Th	12:30 PM	2:55 PM	J Cesar Lara Pere
80201 Zoom	CMPW	NC005	Microsoft Word Fundamentals (Bilingual)	Zoom	Online	6/5	7/8	M, T, W, Th	3:00 PM	5:20 PM	Araceli Aparisio
80187 In-Person 80470 Zoom	CMPW	NC002	Introduction to Computers (Bilingual)	Hyflex	Wake 06	6/5	7/8	M, T, W, Th	3:10 PM	5:30 PM	Raul Uribe
80200 Zoom	CMPW	NC004	Introduction to the Internet and Email (Bilingual)	In-Person	Schott 17	6/5	7/6	M, T, W, Th	5:30 PM	7:20 PM	Antonieta Solis Sc
80436 In-Person 80471 Zoom	CMPW	NC007	Microsoft Excel Fundamentals (Bilingual)	Hyflex	Wake 06	6/5	7/8	M, T, W, Th	6:00 PM	8:20 PM	Raul Uribe
80703 In-Person	CMPW	NC002	Introduction to Computers (Bilingual)	Zoom	Online	6/5	7/15	M, T, W, Th	5:00 PM	7:20 PM	Norma Bahena
80199 in-Person	CMPW	NC007	Microsoft Excel Fundamentals (Bilingual)	In-Person	Wake 06	7/10	8/10	M, T, W, Th	9:00 AM	11:10 AM	J Cesar Lara Pere
80748 In=Person 80749 Zoom	CMPW	NC008	Microsoft Publisher Fundamentals (Bilingual)	Hyflex	Schott 17	7/10	8/10	M, T, W, Th	9:00 AM	11:10 AM	Norma Graffius
80745 In-Person	CMPW	NC004	Introduction to the Internet and Email (Bilingual)	Zoom	Online	7/10	8/10	M, T, W, Th	11:00 AM	1:10 PM	Antonieta Solis Sc
80407 In-Person 80699 Zoom	CMPW	NC010	Computer/Skills (Bilingual)	Hyflex	Schott 17	7/10	8/10	M, T, W, Th	11:20 AM	1:45 PM	Norma Graffius
80752 In-Person	GDPW	NC015	Fundamentals of Graphics (Bilingual)	In-Person	Wake 06	7/10	8/10	M, T, W, Th	11:45 AM	1:55 PM	J Cesar Lara Pere
80744 In-Person	CMPW	NC006	Microsoft PowerPoint Fundamentals (Bilingual)	Zoom	Online	7/10	8/10	M, T, W, Th	3:00 PM	5:10 PM	Araceli Aparisio
80746 In-Person 80743 Zoom	CMPW	NC005	Microsoft Word Fundamentals (Bilingual)	Hyflex	Wake 06	7/10	8/10	M, T, W, Th	3:10 PM	5:20 PM	Raul Uribe
80747 In-Person	CMPW	NC005	Microsoft Word Fundamentals (Bilingual)	In-Person	Schott 17	7/10	8/10	M, T, W, Th	5:30 PM	7:40 PM	Antonieta Solis Sc
80750 In-Person 80751 Zoom	CMPW	NC008	Microsoft Publisher Fundamentals (Bilingual)	Hyflex	Wake 06	7/10	8/10	M, T, W, Th	6:00 PM	8:10 PM	Raul Uribe

There are three ways to register:

- 1) Online <http://sbcc.edu/apply> Apply to the "School of Extended Learning" Application
 - 2) Fillable PDF -email to SELAdmissions@sbcc.edu
 - 3) PDF print or come to Wake or Schott Campus and fill out in person during business hours.
- <https://sbcc.edu/extendedlearning/get-help.php> for hours of operation

