



FREE CLASSES

Professional Development Training for You & Your Team!

BUSINESS

DESIGN

TECHNOLOGY

CAREER

Spring 2025

January 27-May 24

P = In-Person
Z = Zoom
Hyflex = both in-person and zoom simultaneously

Accounting (Business)

Classes subject to change

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
66800	ACTV	NC101	Introduction to Accounting Basics 1	Zoom	ONLINE	1/29	2/19	Wed	5:30 PM	8:30 PM	Eva Schmidt
66797	ACTV	NC001	Setting up QuickBooks for Small Business	Zoom	ONLINE	2/22	3/15	Sat	9:00 AM	12:50 PM	Carolyn Terry
66801	ACTV	NC102	Introduction to Accounting Basics 2	Zoom	ONLINE	2/26	3/19	Wed	5:30 PM	8:30 PM	Eva Schmidt
66798	ACTV	NC002	Monthly Procedures using QuickBooks	Zoom	ONLINE	4/5	4/26	Sat	9:00 AM	12:50 PM	Carolyn Terry
66799	ACTV	NC003	Year End Procedures	Zoom	ONLINE	5/3	5/24	Sat	9:00 AM	12:50 PM	Carolyn Terry

Business

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
69025 P 69026 Z	PROW	NC014	Motivating Yourself and Others (Cottage)	Hyflex	WAKE 28	2/7	2/7	Fri	8:30 AM	4:30 PM	Linda Croyle
68815	PROW	NC033	Successfully Managing and Developing People	Zoom	ONLINE	2/18	2/20	Tue,Thu	8:30 AM	4:30 PM	Erin Gorrell
69792	PROW	NC012	Supervisory Skills	Zoom	ONLINE	2/19	2/19	Wed	8:30 AM	4:30 PM	Jane Gama
69050	PROW	NC039	Innovation and Creativity	Zoom	ONLINE	2/25	2/25	Tue	8:30 AM	4:30 PM	Jane Gama
68817	PROW	NC013	Emotional Intelligence in the Workplace	Zoom	ONLINE	2/26	2/26	Wed	8:30 AM	4:30 PM	Erin Gorrell
68420	PROW	NC002	Business Writing in a Technological World	Zoom	ONLINE	3/4	3/4	Tue	8:30 AM	4:30 PM	James Joyce III
69049	MKTW	NC009	Marketing and Growth Strategies	In-Person	WAKE 28	3/7	3/7	Fri	8:30 AM	4:30 PM	Anna Kwong
69677	PROW	NC101	Strategic Planning (Nonprofit)	Moved to Zoom only	Zoom	3/11	3/11	Tue	8:30 AM	4:30 PM	Pending Staff
66901 P 68543 Z	PROW	NC032	Difficult Conversations	Hyflex	WAKE 28	3/12	3/12	Wed	8:30 AM	4:30 PM	Nicholas Duggan
69793	PROW	NC014	Motivating Yourself and Others	Zoom	ONLINE	3/13	3/13	Thurs	8:30 AM	4:30 PM	Jane Gama
66892 P 69027 Z	PROW	NC006	Leadership Skills	Hyflex	WAKE 28	3/14	3/14	Fri	8:30 AM	4:30 PM	Linda Croyle
68421	PROW	NC010	Project Management for Non Project Managers	Zoom	ONLINE	3/18	3/18	Tue	8:30 AM	4:30 PM	Mariaelena Welch
69257	PROW	NC028	Championing Diversity in the Workplace	Zoom	ONLINE	4/2	4/2	Wed	8:30 AM	4:30 PM	James Joyce III
69048	MKTW	NC008	Marketing and Entrepreneurship	In-Person	WAKE 28	4/4	4/4	Fri	8:30 AM	4:30 PM	Anna Kwong
69270	PROW	NC070	Teaching with Humanizing Technology I	Fully Online	ONLINE	4/7	4/19		fully online		Matthew Mooney
68450 P 69030 Z	PROW	NC019	Personality Styles and Difficult Relationships	Hyflex	WAKE 28	4/8	4/8	Tue	8:30 AM	4:30 PM	Kathryn Schmidt
69310 P 69708 Z	PROW	NC013	Emotional Intelligence in the Workplace	In-Person	WAKE 28	4/9	4/9	Wed	8:30 AM	4:30 PM	Nicholas Duggan

69309	PROW	NC006	Leadership Skills	Zoom	ONLINE	4/9	4/9	Wed	8:30 AM	4:30 PM	James Joyce III
69794	PROW	NC038	Increasing Productivity	Zoom	ONLINE	4/10	4/10	Thur	8:30 AM	4:30 PM	Pending Staff
68542 P 69024 Z	PROW	NC012	Supervisory Skills	Hyflex	WAKE 28	4/11	4/11	Fri	8:30 AM	4:30 PM	Linda Croyle
69034 P 69035 Z	PROW	NC036	The Art of Negotiating and Collaborating	Hyflex	WAKE 28	4/17	4/17	Thu	8:30 AM	4:30 PM	Luz Borjon
69272	PROW	NC071	Teaching with Humanizing Technology II	Fully Online	ONLINE	4/21	5/3		Fully Online		Matthew Mooney
69780	PROW	NC100	Introduction to Nonprofits	Moved to Zoom only	ONLINE	4/23	4/23	Wed	8:30 AM	4:30 PM	Pending Staff
69042 P 69043 Z	PROW	NC050	Best Practices in Customer Service	Hyflex	WAKE 28	4/29	4/29	Tue	8:30 AM	4:30 PM	Jane Gama
68819	PROW	NC021	Coaching Skills	Zoom	ONLINE	4/30	4/30	Wed	8:30 AM	4:30 PM	James Joyce III
69309	PROW	NC006	Leadership Skills	Zoom	ONLINE	5/1	5/1	Thur	8:30 AM	4:30 PM	James Joyce III
69258	PROW	NC015	Building High Performance Teams	Zoom	ONLINE	5/7	5/7	Wed	8:30 AM	4:30 PM	James Joyce III
67555 P 68550 Z	PROW	NC038	Increasing Productivity	Hyflex	WAKE 28	5/9	5/9	Fri	8:30 AM	4:30 PM	Linda Croyle
69031	PROW	NC015	Building High Performance Teams	Zoom	ONLINE	5/13	5/13	Tue	8:30 AM	4:30 PM	Deborah Cujino Deras
69796	PROW	NC067	High Impact Presentations and Proposals for the WorkPlace	Zoom	ONLINE	5/21	5/21	Wed	8:30 AM	4:30 PM	Pending Staff

Technology Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
66840	CMPW	NC63B	MS Excel 2	In-Person	WAKE 5	2/18	2/27	Tue,Thu	6:30 PM	8:45 PM	Vince Wong
69470	CMPW	NC014	Facebook for Business	Zoom	ONLINE	2/21	2/21	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr
69483 P 69484 Z	CMPW	NC51C	MS Word 3	Hyflex	WAKE 5	2/25	3/4	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel
69148 Z	CMPW	NC031	Introduction to Mac OS X Level 1	moved to zoom only	ONLINE	3/3	3/19	Mon,Wed	1:00 PM	4:05 PM	Diana Musacchio
69485 P 69486 Z	CMPW	NC63A	MS Excel 1	Hyflex	WAKE 5	3/11	3/18	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel
66842	CMPW	NC63C	MS Excel 3	In-Person	WAKE 5	3/11	3/20	Tue,Thu	6:30 PM	8:45 PM	Vince Wong
66810	CMPW	NC016	Pinterest and Instagram for Business	Zoom	ONLINE	3/14	3/14	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr
69149 Z	CMPW	NC032	Introduction to Mac OS X Level 2	moved to zoom only	ONLINE	3/31	4/16	Mon,Wed	1:30 PM	4:35 PM	Diana Musacchio
68431 P 69427 Z	CMPW	NC63B	MS Excel 2	Hyflex	WAKE 5	4/1	4/8	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel
68452	CMPW	NC51A	MS Word 1	In-Person	WAKE 5	4/1	4/10	Tue,Thu	6:30 PM	8:45 PM	Vince Wong
68454	CMPW	NC51B	MS Word 2	In-Person	WAKE 5	4/15	4/24	Tue,Thu	6:30 PM	8:45 PM	Vince Wong
69487 P 69488 Z	CMPW	NC63C	MS Excel 3	Hyflex	WAKE 5	4/17	4/24	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel
69489	CMPW	NC037	Living the iLife	Zoom	ONLINE	4/21	5/12	Mon,Wed	1:00 PM	4:25 PM	Diana Musacchio
66811	CMPW	NC017	LinkedIn for Business	Zoom	ONLINE	4/25	4/25	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr
69072	CMPW	NC080	Setting Up A Blog	In-Person	Wake 5 New room	4/30	5/7	Wed	9:00 AM	12:55 PM	Chuck Place
66812	CMPW	NC018	YouTube for Business	Zoom	ONLINE	5/2	5/2	Fri	8:30 AM	4:30 PM	Erin Gorrell
69316	CMPW	NC51C	MS Word 3	In-Person	WAKE 5	5/13	5/22	Tue,Thu	6:30 PM	8:45 PM	Vince Wong
69471	CMPW	NC015	Twitter for Business	Zoom	ONLINE	5/16	5/16	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr

Design Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
69054	PHOW	NC002	Photoshop for Digital Photographers	Zoom	ONLINE	1/28	2/27	Tue,Thu	5:30 PM	7:45 PM	Bruce Burkhardt
69055	MATW	NC003	Photoshop	Zoom	ONLINE	1/31	3/7	Fri	9:00 AM	1:45 PM	Diana Musacchio
69150 Z	MATW	NC003	Photoshop	moved to zoom only	ONLINE	3/3	3/19	Mon,Wed	5:00 PM	8:45 PM	Diana Musacchio
69058	PHOW	NC003	Lightroom Classic 1	Zoom	ONLINE	3/4	3/20	Tue,Thu	5:30 PM	7:55 PM	Bruce Burkhardt
66864	GDPW	NC010	Introduction to Adobe Illustrator	Zoom	ONLINE	3/14	4/18	Fri	9:00 AM	1:45 PM	Diana Musacchio
67332	GDPW	NC001	Digital Design Techniques	Zoom	ONLINE	3/14	4/18	Fri	2:30 PM	7:00 PM	Diana Musacchio
69059	PHOW	NC004	Lightroom Classic 2	Zoom	ONLINE	4/1	4/17	Tue,Thu	5:30 PM	7:55 PM	Bruce Burkhardt
66879	PHOW	NC001	Digital Cameras, Digital Photos	In-Person	Wake 5 New room	4/2	4/23	Wed	9:00 AM	11:20 AM	Chuck Place
66945	GDPW	NC005	Photoshop Overview	moved to zoom only	ONLINE	4/4	4/18	Fri	9:00 AM	12:15 PM	Bruce Burkhardt

69060	PHOW	NC005	Lightroom Classic 3	Zoom	ONLINE	4/22	5/8	Tue,Thu	5:30 PM	7:55 PM	Bruce Burkhardt
68457	GDPW	NC041	Producing a Digital Newsletter	In-Person	Wake 5 New room	4/25	5/2	Fri	9:00 AM	1:00 PM	Diana Musacchio
69062	GDPW	NC042	Producing a Digital Magazine	In-Person	Wake 5 New room	5/9	5/16	Fri	9:00 AM	1:00 PM	Diana Musacchio

Career Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
66858	EHV	NC001	Green Gardener: Module 1	In-Person	SCHOTT 5	1/27	3/22	Mon	5:30 PM	8:25 PM	Oscar Carmona
66060	EHV	NC104	Advanced Green Gardener	In-Person	WAKE 28	1/28	5/24	Tue,Thu	5:00 PM	7:25 PM	Oscar Carmona
69548	EHV	NC001	Green Gardener: Module 1	In-Person	WAKE 28	1/29	3/22	Wed	5:30 PM	8:00 PM	Oscar Carmona
69678 P 69679 Z	CTV	NC021	Deconstruction and ReUse	Hyflex	WAKE 20	2/12	3/19	Wed	6:00 PM	8:15 PM	Carol Ashley
66805	AHV	NC020	Personal Care I:Basic Care	In-Person	WAKE 14	2/24	4/21	Mon,Wed	5:30 PM	8:00 PM	Marybeth Noggle
68424	CTV	NC012	Intermediate Finish Carpentry	In-Person	WAKE 24	2/25	3/18	Tue	5:00 PM	8:00 PM	Rod Utt
67542	EHV	NC207	Small Scale Food Production 1	Zoom	ONLINE	2/25	3/21	Fri	4:00 PM	7:00 PM	Oscar Carmona
68801	EHV	NC208	Small Scale Food Production 2	In-Person	LCP at Credit Campus	2/25	3/18	Tue	9:00 AM	12:00 PM	Oscar Carmona
69706	CAV	NC013	Safe Food Preparation and Serving, Module I	In-Person	EASTLB	3/3	3/10	Mon	8:30 AM	2:20 PM	Julie Hobbins
67272	AHV	NC009	Integrate the Work Environment	In-Person	WAKE 14	3/13	5/8	Wed	6:00 PM	9:00 PM	Bette Lee
69549	EHV	NC002	Green Gardener: Module 2	In-Person	WAKE 28	3/31	5/24	Wed	5:30 PM	7:55 PM	Oscar Carmona
66860	EHV	NC002	Green Gardener: Module 2	In-Person	SCHOTT 5	3/31	5/24	Mon	5:30 PM	7:55 PM	Oscar Carmona
69255	EHV	NC207	Small Scale Food Production 1	In-Person	LCP at Credit Campus	4/1	4/22	Tue	9:00 AM	12:00 PM	Oscar Carmona
69680 P 69681 Z	CTV	NC022	Repurposing and Refurbishing	Hyflex	WAKE 20	4/2	5/7	Wed	6:00 PM	8:15 PM	Carol Ashley
67543	EHV	NC208	Small Scale Food Production 2	Zoom	ONLINE	4/4	4/25	Fri	4:00 PM	7:00 PM	Oscar Carmona
66806	AHV	NC021	Personal Care Attendant II	In-Person	WAKE 14	4/23	5/14	Mon,Wed	5:30 PM	8:05 PM	Marybeth Noggle
68425	CTV	NC014	CT Measuring/Estimating	In-Person	WAKE 24	4/29	5/20	Tue	5:00 PM	8:00 PM	Rod Utt
69256	EHV	NC208	Small Scale Food Production 2	In-Person	LCP at Credit Campus	4/29	5/20	Tue	9:00 AM	12:00 PM	Oscar Carmona

Woodshop (Career)

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
69360	CTV	NC002	Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	2/26	3/19	Wed	9:00 AM	12:00 PM	Timothy Palmer
69370	CTV	NC002	Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	2/26	3/19	Wed	5:30 PM	8:30 PM	Rod Utt
69361	CTV	NC012	Intermediate Finish Carpentry (Woodshop)	In-Person	Wake 10	4/2	4/23	Wed	9:00 AM	12:00 PM	Timothy Palmer
69371	CTV	NC002	Construction Finish Carpentry (Woodshop)	In-Person	Wake 10	4/2	4/23	Wed	5:30 PM	8:30 PM	Rod Utt
69362	CTV	NC012	Intermediate Finish Carpentry (Woodshop)	In-Person	Wake 10	4/30	5/21	Wed	9:00 AM	12:00 PM	Timothy Palmer
69373	CTV	NC012	Intermediate Finish Carpentry (Woodshop)	In-Person	Wake 10	4/30	5/21	Wed	5:30 PM	8:30 PM	Rod Utt

Bilingual Computer Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	End Date	Days	Start Time	End Time	instructor
69656	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Wake 6	1/27	3/22	Mon,Wed	11:25 AM	2:25 PM	J Cesar Lara Perez
66912	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Wake 6	1/28	3/22	Tue,Thu	11:35 AM	2:25 PM	J Cesar Lara Perez
69661	CMPW	NC006	MS PowerPoint (Bilingual)	In-Person	Schott 17	1/27	3/22	Mon,Wed	11:35 AM	2:35 PM	Norma Graffius
68412	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Schott 17	1/28	3/22	Tue,Thu	11:35 AM	2:30 PM	Norma Graffius
69259	CMPW	NC002	Intro to Computers (Bilingual)	Zoom	ONLINE	1/27	3/22	Je,Wed,Th	1:00 PM	3:00 PM	Araceli Aparisio
68631	CMPW	NC004	Internet and Email/Bilingual	In-Person	Schott 17	1/28	3/22	Tue,Thu	4:30 PM	6:55 PM	Antonieta Solis
69682	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Schott 17	1/27	3/22	Mon,Wed	4:30 PM	6:55 PM	Antonieta Solis
69657	CMPW	NC010	Comp/Skills (Bilingual)	Hyflex	Wake 6	1/28	3/22	Tue,Thu	4:30 PM	6:55 PM	Raul Uribe
69658	CMPW	NC008	Microsoft Pub Fund (Bilingual)	Hyflex	Wake 6	1/27	3/22	Mon,Wed	4:30 PM	6:55 PM	Raul Uribe
68545	CMPW	NC007	Microsoft Excel (Bilingual)	Zoom	ONLINE	1/28	3/22	Je,Wed,Th	5:30 PM	7:30 PM	Norma Bahena
66921	CMPW	NC006	MS PowerPoint (Bilingual)	In-Person	Wake 6	3/31	5/24	Mon,Wed	11:25 AM	2:25 PM	J Cesar Lara Perez

69021	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Wake 6	4/1	5/24	Tue,Thu	11:25 AM	2:25 PM	J Cesar Lara Perez
67697	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott 17	4/1	5/24	Tue,Thu	11:35 AM	2:25 PM	Norma Graffius
68508	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Schott 17	3/31	5/24	Mon,Wed	11:35 AM	2:30 PM	Norma Graffius
69140	CMPW	NC007	Microsoft Excel (Bilingual)	Zoom	ONLINE	4/1	5/24	Je,Wed,Th	1:00 PM	3:00 PM	Araceli Aparisio
66913	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Schott 17	3/31	5/24	Mon,Wed	4:30 PM	6:55 PM	Antonieta Solis
66919	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Schott 17	4/1	5/24	Tue,Thu	4:30 PM	6:55 PM	Antonieta Solis
69012	CMPW	NC002	Intro to Computers (Bilingual)	Hyflex	Wake 6	4/1	5/24	Tue,Thu	4:30 PM	6:55 PM	Raul Uribe
69659	CMPW	NC006	MS PowerPoint (Bilingual)	Hyflex	Wake 6	3/31	5/24	Mon,Wed	4:30 PM	6:55 PM	Raul Uribe
69660	CMPW	NC008	Microsoft Pub Fund (Bilingual)	Zoom	ONLINE	4/1	5/24	Je,Wed,Th	5:30 PM	7:30 PM	Norma Bahena

1) Go to sbcc.edu/extendedlearning/application.php

To Register



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 Career Skills Institute
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Registration QR Code