



TRAINING for Today!

Business

Design

Technology

Career

Summer 2024

June 3-August 10

sbcc.edu/csi

Career Planning (Business)

Yellow denotes changes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	Days	Start Time	End Time	Instructor
80536	PDW	NC001	Personalized Career Planning	Zoom	ONLINE	7/20 & 7/27	S	9:00 AM	1:00 PM	Valerie Eurman

Accounting (Business)

CRN	Dept	Course	Course Title	In-Person/Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
80683	ACTV	NC001	Setting up QB for sm. Business	Zoom	ONLINE	6/11-6/20	T & Th	5:00 PM	8:50 PM	Carolyn Terry
81067	ACTV	NC101	Intro to Accounting Basics 1	Zoom	ONLINE	6/24-7/3	M & W	5:00 PM	8:00 PM	Eva Schmidt
80684	ACTV	NC002	Monthly Procedures using QB	Zoom	ONLINE	6/25-7/9	T & Th	5:00 PM	8:50 PM	Carolyn Terry
81068	ACTV	NC102	Intro to Accounting Basics 2	Zoom	ONLINE	7/8-7/17	M & W	5:00 PM	8:00 PM	Eva Schmidt
80685	ACTV	NC003	Year End Procedures	Zoom	ONLINE	7/16-7/25	T & Th	5:00 PM	8:50 PM	Carolyn Terry

Marketing (Business)

CRN	Dept	Course	Course Title	In-Person/Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
81332	MKTW	NC003	Market Positioning	In-Person	Wake 28	7/17	W	8:30 AM	4:30 PM	Anna Kwong

Business

CRN	Dept	Course	Course Title	In-Person/Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
80545/ 80727	PROW	NC044	Assertive Communication	Hyflex	Wake 28	6/5	Wed	8:30 AM	4:30 PM	Luz Borjon
81333/ 81334	PROW	NC010	Project Management for non project managers	Hyflex	Wake 28	6/6	Thur	8:30 AM	4:30 PM	Mariaelena Welch
80733/ 80537	PROW	NC032	Difficult Conversations	Hyflex	Wake 28	6/11	Wed	8:30 AM	4:30 PM	Erin Gorrell
81336/ 81337	PROW	NC050	Best Practices in Customer Service	Hyflex	Wake 28	6/13	Thu	8:30 AM	4:30 PM	Erin Gorrell
81338/ 81339	PROW	NC039	Innovation and Creativity	Hyflex	Wake 28	6/18	Tues	8:30 AM	4:30 PM	Staff Pending
81340/ 81341	PROW	NC025	Resolving Differences	Hyflex	Wake 28	6/20	Thu	8:30 AM	4:30 PM	James Joyce
80732/ 80539	PROW	NC019	Personality Styles and Difficult Relationships	Hyflex	Wake 28	6/25	Tues	8:30 AM	4:30 PM	Erin Gorrell
81342/ 81344	PROW	NC035	Workplace Politics	Hyflex	Wake 28	6/27	Thu	8:30 AM	4:30 PM	Luz Borjon
80549/ 80738	PROW	NC036	The Art of Negotiating and Collaborating	Hyflex	Wake 28	7/2	Tues	8:30 AM	4:30 PM	Luz Borjon
81346/ 81347	PROW	NC011	Process Improvement	Hyflex	Wake 28	7/9	Tues	8:30 AM	4:30 PM	Jennifer Brown
81345	PROW	NC002	Business Writing	In-Person	TBD	7/9-7/11	Tue, Thu	5:30 PM	9:30 PM	James Joyce
81348	PROW	NC017	Change is the New Constant (UCSB)	Zoom	ONLINE	7/10	Wed	8:30 AM	4:30 PM	Staff Pending
80540/ 80723	PROW	NC006	Leadership Skills	Hyflex	Wake 28	7/11	Tues	8:30 AM	4:30 PM	Jane Gama
80544/ 81085	PROW	NC013	Emotional Intel. in the Workpla	Hyflex	Wake 28	7/16	Tues	8:30 AM	4:30 PM	Tricia Backlin
81349	PROW	NC003	Time Management	In-Person	TBD	7/16-7/18	Tue, Thu	5:30 PM	9:30 PM	Jennifer Brown
80728	PROW	NC067	High Impact Presentations and Proposals for the Work Place (UCSB)	Zoom	ONLINE	7/17	Wed	8:30 AM	4:30 PM	Staff Pending
80541/ 80731	PROW	NC038	Increasing Productivity	Hyflex	Wake 28	7/18	Thu	8:30 AM	4:30 PM	Luz Borjon
81350	PROW	NC005	Critical Thinking, Problem Solving and Decision Making	In-Person	TBD	7/23-7/25	Tue, Thu	5:30 PM	9:30 PM	Staff Pending
80737/ 80543	PROW	NC014	Motivating Yourself and Others	Hyflex	Wake 28	7/24	Thu	8:30 AM	4:30 PM	Jane Gama
80542/ 80739	PROW	NC012	Supervisory Skills	Hyflex	Wake 28	7/25	Thu	8:30 AM	4:30 PM	Jane Gama
81351/ 81352	PROW	NC002	Business Writing in a Technological World	Hyflex	Wake 28	7/30	Tue	8:30 AM	4:30 PM	James Joyce
81086/ 81335	PROW	NC015	Building High Performance Teams	Hyflex	Wake 28	7/31	Tue	8:30 AM	4:30 PM	Jane Gama
80524/ 80730	PROW	NC005	Critical Thinking, Problem Solving and Decision Making	Hyflex	Wake 28	8/1	Wed	8:30 AM	4:30 PM	Nicole Lopez
80548/ 80724	PROW	NC021	Coaching Skills	Hyflex	Wake 28	8/7	Wed	8:30 AM	4:30 PM	Staff Pending
80718/ 81353	PROW	NC003	Time Management	Hyflex	Wake 28	8/8	Thu	8:30 AM	4:30 PM	Staff Pending
81084	PROW	NC033	Successfully Managing and Developing People (UCSB)	Zoom	ONLINE	8/6 & 8/8	Tues/Thu	8:30 AM	4:30 PM	Staff Pending

Design

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
80188	GDPW	NC001	Digital Design Techniques	Zoom	ONLINE	6/26-8/7	Wed	9:00 AM	12:20 PM	Diana Musacchio
80198	MATW	NC003	Photoshop	Zoom	ONLINE	6/20-8/8	Thu	1:00 PM	4:25 PM	Diana Musacchio
80292	GDPW	NC010	Intro to Adobe Illustrator	Zoom	ONLINE	6/21-7/26	Fri	9:00 AM	12:15 PM	Diana Musacchio
80519	PHOW	NC003	Lightroom Classic 1	Zoom	ONLINE	6/25-7/9	Tues, Thu	5:30 PM	7:55 PM	Bruce Burkhardt
80523	PHOW	NC002	Photoshop for Digital Photos	Zoom	ONLINE	6/26-7/31	Wed	5:00 PM	8:45 PM	Bruce Burkhardt
81330	GDPW	NC021	Learn Adobe Acrobat Tools	In-Person	Wake 04	6/5-6/26	Wed	3:00 PM	5:00 PM	Norma Egli
80742	PHOW	NC006	Editorial Photography	In-Person	Wake 04	6/7-7/26	Fri	9:00 AM	11:00 AM	Chuck Place
80741	PHOW	NC001	Digital Cameras, Digital Photo	Zoom	ONLINE	6/8-6/29	Sat	9:00 AM	11:15 AM	Chuck Place
80518	PHOW	NC004	Lightroom Classic 2	Zoom	ONLINE	7/11-7/23	Tues, Thu	5:30 PM	7:55 PM	Bruce Burkhardt
80517	PHOW	NC005	Lightroom Classic 3	Zoom	ONLINE	7/25-8/6	Tues, Thu	5:30 PM	7:55 PM	Bruce Burkhardt
81331	GDPW	NC022	Apply Adobe Acrobat Tools	In-person	Wake 04	7/3-7/24	Wed	3:00 PM	5:00 PM	Norma Egli
80521	GDPW	NC005	Photoshop Overview	Zoom	ONLINE	7/6-7/20	Sat	9:00 AM	12:15 PM	Bruce Burkhardt

Technology

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
81324/ 81325	CNEW	NC070	Intro to Handheld Devices	Hyflex	Wake 04	6/3-6/24	Mon	9:30 AM	10:45 AM	Norma Egli
81326/ 81327	CNEW	NC103	Keeping a PC Hard Drive Clean and Organized	Hyflex	Wake 04	6/4-6/25	Tue	1:00 PM	3:15 PM	Norma Egli
80285	CMPW	NC63A	MS Excel 1	In-Person	Wake 05	6/4-6/13	Tue,Thu	9:00 AM	11:15 AM	Cesar Lara Perez
80516	CMPW	NC030	Introduction to the Mac	Zoom	ONLINE	6/4-6/20	Tue,Thu	9:00 AM	12:15 PM	pending staff
80520	CMPW	NC037	Living the iLife	Zoom	ONLINE	6/18-8/6	Tue	1:00 PM	3:45 PM	Diana Musacchio
81205	CMPW	NC63A	MS Excel 1	Zoom	ONLINE	6/26-7/10	Wed	12:30 PM	2:45 PM	Diana Musacchio
80533	CMPW	NC63B	MS Excel 2	In-Person	Wake 05	6/18-6/27	Tue,Thu	9:00 AM	11:15 AM	Cesar Lara Perez
80515	CMPW	NC031	Intro to MAC OS X Level 1	Zoom	ONLINE	6/27-7/18	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
80306	CMPW	NC51A	MS Word 1	In-Person	Wake 05	7/1-7/10	Mon, Wed	9:00 AM	11:15 AM	Cesar Lara Perez
81322/ 81323	CMPW	NC011	Best Business Apps	Hyflex	Wake 04	7/1-7/15	Mon	9:30 AM	11:55 AM	Norma Egli
81328/ 81329	CMPW	NC013	The Best Cloud Backup Options to Protect Your Data	Hyflex	Wake 04	7/2-7/23	Tue	1:00 PM	3:15 PM	Norma Egli
80504	CMPW	NC63C	MS Excel 3	In-Person	Wake 05	7/9-7/18	Tue,Thu	9:00 AM	11:15 AM	Cesar Lara Perez
80693	CMPW	NC51B	MS Word 2	In-Person	Wake 05	7/15-7/24	Mon, Wed	9:00 AM	11:15 AM	Cesar Lara Perez
81206	CMPW	NC63B	MS Excel 2	Zoom	ONLINE	7/17-8/7	Wed	12:30 PM	2:45 PM	Diana Musacchio
80283	CMPW	NC017	LinkedIn for Business	Zoom	ONLINE	7/19	Fri	8:30 AM	4:30 PM	Billi Jo Starr
80514	CMPW	NC032	Intro to Mac OS X Level 2	Zoom	ONLINE	7/23-8/8	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
80530	CMPW	NC51C	MS Word 3	In-Person	Wake 05	7/29-8/7	Mon, Wed	9:00 AM	11:15 AM	Cesar Lara Perez

Career Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
80689	EHV	NC207	Small Scale Food Production 1	In-Person	LCP	6/11-7/2	Tue	9:00 AM	12:00 PM	Oscar Carmona
80690	EHV	NC207	Small Scale Food Production 1	Zoom	ONLINE	6/12-7/3	Wed	4:00 PM	7:00 PM	Oscar Carmona
81306	CTV	NC002	Construction Finish Carpentry/Woodworking	In-Person	Wake 10	6/3-6/25	Tue	9:00 AM	12:00 PM	Timothy Palmer
80195	EHV	NC001	Green Gardener: Module 1	In-Person	Wake 28	6/3-7/6	Tue, Thu	5:00 PM	7:20 PM	Oscar Carmona
81060	CTV	NC002	Construction Finish Carpentry	In-Person	Wake 24	6/4-6/25	Tue	5:00 PM	8:00 PM	Rod Utt
81303	CTV	NC002	Construction Finish Carpentry/Woodworking	In-Person	Wake 10	6/5-7/3	Wed	5:30 PM	8:30 PM	Rod Utt
80691	EHV	NC208	Small Scale Food Production 2	In-Person	LCP	7/10-7/31	Tues	9:00 AM	12:00 PM	Oscar Carmona
80196	EHV	NC002	Green Gardener: Module 2	In-Person	Wake 28	7/8-8/10	Tue, Thu	5:00 PM	7:20 PM	Oscar Carmona
80692	EHV	NC208	Small Scale Food Production 2	Zoom	ONLINE	7/9-7/30	Wed	4:00 PM	7:00 PM	Oscar Carmona
81059	CTV	NC001	Construction Framing	In-Person	Wake 24	7/9-7/30	Tue	5:00 PM	8:00 PM	Rod Utt
81304	CTV	NC012	Intermediate Construction Framing/Woodworking	In-Person	Wake 10	7/9-7/30	Wed	5:30 PM	8:30 PM	Rod Utt

Bilingual Computer Classes

CRN	Dept	Course	Course Title	In-Person/ Zoom/Hyflex	Location	Start Date	Days	Start Time	End Time	Instructor
81354	CMPW	NC001	Typing-Keyboarding (Bilingual)	In-Person	Schott Campus 17	6/3 to 7/6	MTWTh	10:00 AM	11:05 AM	Norma Graffius

80745	CMPW	NC004	Internet and Email/Bilingual	Zoom	ONLINE	6/3 to 7/6	MTWTh	1:00 PM	3:25 PM	Araceli Aparisio
80747	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Schott Campus 17	6/3 to 7/6	MTWTh	11:20 AM	1:45 PM	Norma Graffius
80201	CMPW	NC005	Microsoft Word Fund/Bilingual	Zoom	ONLINE	6/4-7/11	TWTh	5:30 PM	8:30 PM	Norma Bahena
80199	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Wake Campus 06	6/3 to 7/6	MTWTh	11:20 AM	1:45 PM	Cesar Lara Perez
80706	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott Campus 17	6/3 to 7/6	MTWTh	4:30 PM	6:55 PM	Antonietta Solis
80408/ 80698	CMPW	NC006	MS PowerPoint (Bilingual)	Hyflex	Wake Campus 06	6/3 to 7/6	MTWTh	4:30 PM	6:55 PM	Raul Uribe
81355	CMPW	NC001	Typing-Keyboarding (Bilingual)	In-Person	Schott Campus 17	7/8 to 8/10	MTWTh	10:00 AM	11:10 AM	Norma Graffius
80187	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Schott Campus 17	7/8 to 8/10	MTWTh	4:30 PM	6:40 PM	Antonietta Solis
80470	CMPW	NC002	Intro to Computers (Bilingual)	Zoom	ONLINE	7/8 to 8/10	MTWTh	1:00 PM	3:10 PM	Araceli Aparisio
80746	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Wake Campus 06	7/8 to 8/10	MTWTh	11:20 AM	1:30 PM	Cesar Lara Perez
80436/ 80471	CMPW	NC007	Microsoft Excel (Bilingual)	Hyflex	Wake Campus 06	7/8 to 8/10	MTWTh	4:30 PM	6:40 PM	Raul Uribe
80407	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott Campus 17	7/8 to 8/10	MTWTh	11:20 AM	1:45 PM	Norma Graffius

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



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