



TRAINING for Today!

Business

Design

Technology

Career

Fall 2023

August 28-December 16

sbcc.edu/csi

Job Planning (Business)

Classes are subject to change

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
44376	PDW	NC001	Personalized Career Planning	In-Person	Wake 28	9/23	9/30	Sat	9:00 AM	1:00 PM	Valerie Eurman
44377	PDW	NC002	Strategic Job Search	In-Person	Wake 05	10/7	10/14	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
42595	ACTV	NC215	Fundamentals of Income Tax (Co-enrolled with credit 39480)	In-Person	BC 314	8/28	12/16	Tue,Thu	8:00 AM	10:05 AM	Barbara Aue
44353	ACTV	NC101	Introduction to Accounting Basics 1	Zoom	Online	8/30	9/20	Wed	12:00 PM	3:00 PM	Eva Schmidt
43167	ACTV	NC001	Setting up QuickBooks for Small Business	Zoom	Online	9/2	9/23	Sat	9:00 AM	12:50 PM	Carolyn Terry
44354	ACTV	NC102	Introduction to Accounting Basics 2	Zoom	Online	9/27	10/18	Wed	12:00 PM	3:00 PM	Eva Schmidt
43168	ACTV	NC002	Monthly Procedures using QuickBooks	Zoom	Online	9/30	10/21	Sat	9:00 AM	12:50 PM	Carolyn Terry
43162	ACTV	NC003	Year End Procedures	Zoom	Online	10/28	11/4	Sat	9:00 AM	12:50 PM	Carolyn Terry
44351	ACTV	NC214	Exploring IRS Enrolled Agent Work	In-Person	Wake 28	11/4	11/4	Sat	8:30 AM	4:30 PM	Barbara Aue
43162	ACTV	NC003	Year End Procedures	Zoom	Online	11/18	12/2	Sat	9:00 AM	12:50 PM	Carolyn Terry

Workplace Readiness for adults

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
44676	DSPS	NC001	Vocational Exploration and Planning	In-Person	WCC	8/28	12/16	Mon,Wed	10:15 AM	11:30 AM	Robyn Young

Business

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
42825	COMW	NC001	Building an Equity Mindset	Fully online		9/18	10/28				Carrie Hutchinson
44530 In-Person 44388 on zoom	PROW	NC039	Innovation and Creativity	Hyflex	Wake 28	9/19	9/19	Tue	8:30 AM	4:30 PM	Jane Gama
44395 In-Person 44459 on Zoom	PROW	NC038	Increasing Productivity	Hyflex	Wake 28	9/20	9/20	Wed	8:30 AM	4:30 PM	Luz Borjon
43161	MKTW	NC002	Business Branding	In-Person	Wake 28	9/22	9/22	Fri	8:30 AM	4:30 PM	Anna Kwong
44011 In-Person 44323 on Zoom	PROW	NC083	Effectively Managing Workplace Stress	Hyflex	Wake 28	9/27	9/27	Wed	8:30 AM	4:30 PM	Linda Croyle
44397	PROW	NC015	Building High Performance Teams	Zoom	Online	10/3	10/3	Tue	8:30 AM	4:30 PM	Marioelena Welch
43239 In-Person 44317 on Zoom	PROW	NC014	Motivating Yourself and Others	Hyflex	Wake 28	10/4	10/4	Wed	8:30 AM	4:30 PM	Linda Croyle
44169	ENTW	NC001	Entrepreneurship 101	In-Person	Wake 28	10/6	10/16	Fri	8:30 AM	4:30 PM	Anna Kwong
44012 In-Person 44531 on Zoom	PROW	NC050	Best Practices in Customer Service	Hyflex	Wake 28	10/10	10/10	Tue	8:30 AM	4:30 PM	Erin Gorrell
44385 In-Person 44534 on Zoom	PROW	NC068	Professional Etiquette	Hyflex	Wake 28	10/11	10/11	Wed	8:30 AM	4:30 PM	Jane Gama
44119	PROW	NC028	Championing Diversity in the Workplace(UCSB)	Zoom	Online	10/12	10/12	Thu	8:30 AM	4:30 PM	Linda Croyle
44457 In-Person 44686 on Zoom	PROW	NC003	Time Management	Hyflex	Wake 28	10/12	10/12	Thu	8:30 AM	4:30 PM	Esther Frankel
44394	PROW	NC004	Workplace Communication Strategies	Moved to Zoom only	Online	10/17	10/17	Tue	8:30 AM	4:30 PM	Nicole Lopez
44117	PROW	NC013	Emotional Intelligence in the Workplace	In-Person	Wake 28	10/18	10/18	Wed	8:30 AM	4:30 PM	Tricia Backelin
44386 In-Person 44532 on Zoom	PROW	NC051	Secrets of a Great Employee	Hyflex	Wake 28	10/19	10/19	Thu	8:30 AM	4:30 PM	Erin Gorrell
43249 In-Person 44308 on Zoom	PROW	NC044	Assertive Communication	Hyflex	Wake 28	10/24	10/24	Tue	8:30 AM	4:30 PM	Linda Croyle
44120	PROW	NC021	Coaching Skills	Zoom	Online	10/25	10/25	Wed	8:30 AM	4:30 PM	Marioelena Welch
44121	PROW	NC017	Change is the new Constant (UCSB)	Zoom	Online	10/26	10/26	Thu	8:30 AM	4:30 PM	Linda Croyle
44374	LIBW	NC001	Online Research Skills	in-Person	Wake 05	10/27	10/27	Fri	8:30 AM	4:30 PM	Alicia Ackerman

42827	COMW	NC002	Applying an Equity Mindset	Fully online		10/30	12/9				Carrie Hutchinson
44456 In-Person 44603 on Zoom	PROW	NC006	Leadership Skills	Hyflex	Wake 28	10/30	10/30	Mon	8:30 AM	4:30 PM	Linda Croyle
44655	PROW	NC021	Coaching Skills (UCSB)	Zoom	Online	11/1	11/1	Wed	8:30 AM	4:30 PM	Linda Croyle
44001 In-Person 44310 on Zoom	PROW	NC025	Resolving Differences in the Workplace	Hyflex	Wake 28	11/1	11/1	Wed	8:30 AM	4:30 PM	Jennifer Brown
44384 In-Person 44533 on Zoom	PROW	NC064	Accountability	Hyflex	Wake 28	11/2	11/2	Thu	8:30 AM	4:30 PM	James Joyce III
44375	LIBW	NC002	Research with Infographics	In-Person	Wake 05	11/3	11/3	Fri	8:30 AM	4:30 PM	Alicia Ackerman
44527 on Zoom	PROW	NC036	The Art of Negotiating and Collaborating	Moved to Zoom only	Online	11/7	11/7	Tue	8:30 AM	4:30 PM	Nicole Lopez
44383 In-person 44535 on Zoom	PROW	NC085	Building Resilience in the Workplace	Hyflex	Wake 28	11/8	11/8	Wed	8:30 AM	4:30 PM	Linda Croyle
44391 In-Person 44392 on Zoom	PROW	NC035	Workplace Politics	Hyflex	Wake 28	11/15	11/15	Wed	8:30 AM	4:30 PM	Luz Borjon
43256 In-Person 44311 on Zoom	PROW	NC088	The Art and Science of Giving and Receiving Feedback	Hyflex	Wake 28	11/16	11/16	Thu	8:30 AM	4:30 PM	Linda Croyle
44170	ENTW	NC002	Entrepreneurship Challenge	In-Person	Wake 28	11/17	11/17	Fri	8:30 AM	4:30 PM	Anna Kwong
44014 In-Person 44320 on Zoom	PROW	NC084	Trust and Conflict Resolution	Hyflex	Wake 28	11/21	11/21	Tue	8:30 AM	4:30 PM	Linda Croyle
44008 in-Person 44319 on Zoom	PROW	NC012	Supervisory Skills	Hyflex	Wake 28	11/28	11/28	Tue	8:30 AM	4:30 PM	Linda Croyle
44382 In-Person 44594 on Zoom	PROW	NC086	Thriving in a Multigenerational Workforce	Hyflex	Wake 28	11/30	11/30	Thu	8:30 AM	4:30 PM	Linda Croyle
44390 in-Person 44526 on Zoom	PROW	NC033	Successfully Managing and Developing People	Hyflex	Wake 28	12/5	12/12	Tue	8:30 AM	4:30 PM	Linda Croyle
44381 In-Person 44536 on Zoom	PROW	NC087	Planning for Your Future Success	Hyflex	Wake 28	12/6	12/6	Wed	8:30 AM	4:30 PM	Linda Croyle

Design Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Room	Start Date	End Date	Days	Start Time	End Time	Instructor
43165	PHOW	NC001	Digital Cameras, Digital Photo	In-Person	Wake 3	9/8	9/29	Fri	11:30 AM	1:45 PM	Chuck Place
44378	PHOW	NC006	Editorial Photography	In-Person	Wake 3	9/8	10/27	Fri	9:00 AM	11:00 AM	Chuck Place
43267	PHOW	NC003	Lightroom Classic 1	Zoom	Online	9/12	9/26	Tue,Thu	5:30 PM	8:35 PM	Bruce Burkhardt
42385	MATW	NC003	Photoshop	Zoom	Online	9/15	10/20	Fri	9:00 AM	12:45 PM	Diana Musacchio
43268	PHOW	NC004	Lightroom Classic 2	Zoom	Online	9/28	10/17	Tue,Thu	5:30 PM	8:35 PM	Bruce Burkhardt
43271	GDPW	NC005	Photoshop Overview	In-Person	Wake 3	10/7	10/21	Sat	9:00 AM	12:15 PM	Bruce Burkhardt
43270	PHOW	NC005	Lightroom Classic 3	Zoom	Online	10/19	11/2	Tue,Thu	5:30 PM	8:35 PM	Bruce Burkhardt
44373	DRFW	NC002	Product Design & Prototyping Workshop	In-Person	OE16	10/14	11/4	Sat	9:00 AM	1:00 PM	Rebecca Wiscombe
44067	GDPW	NC010	Intro to Adobe Illustrator	Zoom	Online	11/3	12/15	Fri	9:00 AM	1:45 PM	Diana Musacchio
43269	PHOW	NC002	Photoshop for Digital Photos	Zoom	Online	11/7	12/5	Tue,Thu	5:30 PM	8:20 PM	Bruce Burkhardt
44240	MATW	NC003	Photoshop	Zoom	Online	11/27	12/13	Mon,Wed	5:00 PM	8:45 PM	Diana Musacchio
44205	GDPW	NC001	Digital Design Techniques	Zoom	Online	11/28	12/14	Tue,Thu	9:00 AM	12:45 PM	Diana Musacchio

Technology Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
43406 In-Person 44208 on Zoom	CNEW	NC070	Intro to Handheld Devices	Hyflex	Wake 04	9/11	10/2	Mon	9:30 AM	11:50 AM	Norma Eggli
43199 In-Person 44261 Zoom	CMPW	NC030	Introduction to the Mac	Hyflex	Wake 3	9/12	9/28	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
44171 In-Person 44175 on Zoom	CNEW	NC071	Tech Talk: What's New in Comp	Hyflex	Wake 4	9/12	11/14	Tue	1:00 PM	3:15 PM	Norma Eggli
43174	CMPW	NC016	Pinterest/Instagram Business	Zoom	Online	9/29	9/29	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr
43999	CMPW	NC012	How to Use Google Drive to Maximize Performance	In-Person	Wake 4	9/30	10/28	Sat	9:00 AM	12:05 PM	Eric Jackson
43200 In-Person 44262 on Zoom	CMPW	NC031	Intro to MAC OX X Level 1	Hyflex	Wake 3	10/3	10/19	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
44363 In-Person 44364 on Zoom	CMPW	NC036	Intro to iTunes and iPads	Hyflex	Wake 4	10/9	10/30	Mon	9:30 AM	11:50 AM	Norma Eggli
44016	CMPW	NC018	YouTube for Business	Zoom	Online	10/13	10/13	Fri	8:30 AM	4:30 PM	Linda Croyle
43215	CMPW	NC63A	MS Excel 1	In-Person	Wake 5	10/17	10/26	Tue,Thu	6:00 PM	8:15 PM	Vince Wong
43201 In-Person 44263 on Zoom	CMPW	NC032	Intro to Mac OS X Level 2	Hyflex	Wake 3	10/24	11/9	Tue,Thu	9:00 AM	12:15 PM	Diana Musacchio
43216	CMPW	NC63A	MS Excel 1	Zoom	Wake 5	10/24	10/31	Tue,Thu	9:00 AM	12:05 PM	Esther Frankel
44367	CMPW	NC55B	MS PowerPoint 2	In-Person	Wake 4	10/24	10/31	Tue	5:00 PM	7:10 PM	Eric Jackson
43185	CMPW	NC080	Setting Up A Blog (New Date)	In-Person	Wake 3	10/28	11/4	Sat	9:00 AM	1:00 PM	Chuck Place
44596 In-Person 44701 on Zoom	CMPW	NC050	MS Word Basics for Beg	Hyflex	Wake 4	11/1	11/29	Wed	9:30 AM	11:45 AM	Norma Eggli
44355	CMPW	NC63B	MS Excel 2	In-Person	Wake 5	11/2	11/9	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel

44359	CMPW	NC017	LinkedIn for Business	Zoom	Online	11/3	11/3	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr
44077 In-Person 44210 on Zoom	CMPW	NC011	Best Business Apps	Zoom	Wake 4	11/6	11/20	Mon	9:30 AM	11:55 AM	Norma Eggli
43217	CMPW	NC63B	MS Excel 2	Zoom	Wake 5	11/7	11/16	Tue,Thu	6:00 PM	8:15 PM	Vince Wong
44368	CMPW	NC55C	MS PowerPoint 3	In-Person	Wake 4	11/7	11/28	Tue	5:00 PM	7:15 PM	Eric Jackson
44356	CMPW	NC63C	MS Excel 3	In-Person	Wake 5	11/14	11/21	Tue,Thu	9:00 AM	12:10 PM	Esther Frankel
44595 In-Person 44700 on Zoom	CMPW	NC024	Introduction to Windows	Hyflex	Wake 4	11/21	12/12	Tue	1:00 PM	3:20 PM	Norma Eggli
43218	CMPW	NC63C	MS Excel 3	In-Person	Wake 5	11/28	12/7	Tue,Thu	6:00 PM	8:15 PM	Vince Wong
44372	CMPW	NC081	Create Compelling Content	In-Person	Wake 3	12/6	12/13	Wed	9:00 AM	1:00 PM	Diana Musacchio
44362	CMPW	NC015	Twitter for Business	Zoom	Online	12/8	12/8	Fri	8:30 AM	4:30 PM	Dr. BilliJo Starr

Career Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
42381	EHV	NC001	Green Gardener: Module 1	In-Person	Wake 28	8/28	10/21	Mon	5:00 PM	8:00 PM	Oscar Carmona
43171	AHV	NC005	Medical Assistant IA	In-Person	Wake 14	8/28	12/16	Tue,Thu	5:45 PM	9:05 PM	Bette Lee
43221	CTV	NC001	Construction Framing	In-Person	Wake 24	8/29	9/19	Tue	5:00 PM	8:00 PM	Rod Utt
43228	EMTV	NC111	EMT-Basic: Recertification	In-Person	A211	9/9	9/10	Sun,Sat	8:00 AM	8:00 PM	Staff, Pending
43172	AHV	NC020	Personal Care I:Basic Care	In-Person	Wake 14	9/11	10/30	Mon,Wed	5:30 PM	8:00 PM	Marybeth Noggle
44297	EHV	NC207	Small Scale Food Prod 1	In-Person	LCP	9/11	10/2	Mon	9:00 AM	12:00 PM	Oscar Carmona
44678	CAV	NC013	Safe Food Prep. & Serv. Mod.1	In-Person	EASTLB	9/11	9/18	Mon	8:30 AM	2:20 PM	Julie Hobbins
43227 In-Person 44237 on zoom	CTV	NC021	Deconstruction and ReUse	Hyflex	Wake 20	9/13	10/18	Wed	6:00 PM	8:15 PM	Carol Ashley
43374	EHV	NC207	Small Scale Food Prod 1	Zoom	Online	9/15	10/6	Fri	4:30 PM	7:30 PM	Oscar Carmona
44756	EHV	NC010	Ecological Landscape Design 1	In-Person	Wake 28	9/19	9/28	Tues/Thurs	5:30 PM	7:45 PM	Lewis Daniel
43224	CTV	NC002	Construction Finish Carpentry	In-Person	Wake 24	9/26	10/17	Tue	5:00 PM	8:00 PM	Rod Utt
44757	EHV	NC011	Ecological Landscape Design 2	In-Person	Wake 28	10/3	10/12	Tues/Thurs	5:30 PM	7:45 PM	Lewis Daniel
44298	EHV	NC208	Small Scale Food Prod 2	In-Person	LCP	10/9	10/30	Mon	9:00 AM	12:00 PM	Oscar Carmona
43375	EHV	NC208	Small Scale Food Prod 2	Zoom	Online	10/13	11/3	Fri	4:30 PM	7:30 PM	Oscar Carmona
42383	EHV	NC002	Green Gardener: Module 2	In-Person	Wake 28	10/23	12/16	Mon	5:00 PM	7:30 PM	Oscar Carmona
44020	EHV	NC002	Green Gardener: Module 2	In-Person	Wake 28	10/23	12/16	Wed	5:00 PM	6:25 PM	Oscar Carmona
43222	CTV	NC003	Construction Electrical	In-Person	Wake 24	10/24	11/14	Tue	5:00 PM	8:00 PM	James Cunningham
43173	AHV	NC021	Personal Care Attendant II	In-Person	Wake 14	11/1	11/27	Mon,Wed	5:30 PM	7:55 PM	Marybeth Noggle
43226 In-Person 44238 on Zoom	CTV	NC022	Repurposing and Refurbishing	Hyflex	Wake 20	11/1	11/15	Wed	6:00 PM	8:15 PM	Carol Ashley
43223	CTV	NC004	Construction Plumbing	In-Person	Wake 24	11/21	12/12	Tue	5:00 PM	8:00 PM	Rod Utt

Bilingual Computer Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
43504	CMPW	NC010	Comp/Skills (Bilingual)	In-Person	Schott 17	8/28	10/21	Wed,Thu	11:30 AM	2:30 PM	Norma Graffius
43502	CMPW	NC008	Microsoft Pub Fund (Bilingual)	In-Person	Wake 6	8/28	10/21	Tue,Thu	11:35 AM	2:25 PM	Cesar Lara Perez
43510	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Schott 17	8/28	10/21	Mon,Tue	11:35 AM	2:30 PM	Norma Graffius
44692	CMPW	NC004	Internet and Email/Bilingual	In-Person	Wake 6	8/28	10/21	Mon,Wed	11:35 AM	2:25 PM	Cesar Lara Perez
43505	CMPW	NC005	Microsoft Word Fund/Bilingual	Zoom	Online	8/28	10/21	Tue,Thu	1:00 PM	3:05 PM	Araceli Aparisio
44679 44680	CMPW	NC006	MS PowerPoint (Bilingual)	In-Person	Wake 6	8/28	10/21	Mon,Wed	2:35 PM	5:00 PM	Raul Uribe
44681 44682	CMPW	NC004	Introduction to the Internet and Email (Bilingual)	In-Person	Wake 6	8/28	10/21	Tue,Thu	2:35 PM	5:00 PM	Raul Uribe
43507	CMPW	NC003	Intro to WindowsOS (Bilingual)	Zoom	Online	8/28	10/21	Mon,Wed,Thu	5:30 PM	7:30 PM	Norma Bahena
44748	CMPW	NC004	Introduction to the Internet and Email (Bilingual)	Zoom	Online	10/23	12/16	Mon,Wed	11:00 AM	2:00 PM	Antonieta Solis Soto
43509	CMPW	NC004	Introduction to the Internet and Email (Bilingual)	In-Person	Schott 17	10/23	12/16	Mon,Tue	11:35 AM	2:00 PM	Norma Graffius
44129	CMPW	NC006	MS PowerPoint (Bilingual)	In-Person	Schott 17	10/23	12/16	Wed,Thu	11:35 AM	2:30 PM	Norma Graffius
44693	CMPW	NC005	Microsoft Word Fund/Bilingual	In-Person	Wake 6	10/23	12/16	Tue,Thu	11:35 AM	2:25 PM	Cesar Lara Perez
44694	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Wake 6	10/23	12/16	Mon,Wed	11:35 AM	2:25 PM	Cesar Lara Perez

43503	CMPW	NC002	Intro to Computers (Bilingual)	Zoom	ONline	10/23	12/16	Mon,Wed	1:00 PM	3:05 PM	Arceli Aparisio
44195 44722	CMPW	NC010	Comp/Skills (Bilingual)	Hyflex	Wake 6	10/23	12/16	Tue,Thu	2:35 PM	5:00 PM	Raul Uribe
44683 44684	CMPW	NC007	Microsoft Excel (Bilingual)	Hyflex	Wake 6	10/23	12/16	Mon,Wed	2:35 PM	5:00 PM	Raul Uribe
44130	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Schott 17	10/23	12/16	Tue,Thu	5:30 PM	7:40 PM	Antonieta Solis Soto
44191	CMPW	NC008	Microsoft Pub Fund (Bilingual)	Zoom	Online	10/23	12/16	Mon,Wed,Thu	5:30 PM	7:30 PM	Norma Bahena

Tutoring

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor
43460	TUTW	NC199	Tutor Training	Zoom	Online	9/29	9/29	Fri	1:00 PM	5:00 PM	Michelle Detorie
43460	TUTW	NC199	Tutor Training	Zoom	Online	9/30	9/30	Sat	10:00 AM	2:00 PM	Michelle Detorie
43462	TUTW	NC199	Tutor Training	Zoom	Online	10/4	10/25	Wed	5:00 PM	7:00 PM	Michelle Detorie
43463	TUTW	NC199	Tutor Training	Zoom	Online	10/13	10/13	Fri	1:00 PM	5:00 PM	Regina Reese
43463	TUTW	NC199	Tutor Training	Zoom	Online	10/14	10/14	Sat	10:00 AM	2:00 PM	Regina Reese
43770	TUTW	NC199	Tutor Training	Zoom	Online	10/19	11/9	Thu	5:00 PM	7:00 PM	Michelle Detorie
44273	TUTW	NC199	Tutor Training	Zoom	Online	11/3	11/3	Fri	1:00 PM	5:00 PM	Regina Reese
44273	TUTW	NC199	Tutor Training	Zoom	Online	11/4	11/4	Sat	10:00 AM	2:00 PM	Regina Reese

7.28.23

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

