



# TRAINING for Today!

Business

Design

Technology

Career

Summer I 2022

5/16-6/25

Classes subject to change

## Job Planning

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
21908	PDW	NC001	Personalized Career Planning	In-Person	Wake 28/04	5/21/2022	5/28/2022	Sat	9:00 AM	1:00 PM	Valerie	Eurman
21909	PDW	NC002	Strategic Job Search	In-Person	Wake 04	6/4/2022	6/11/2022	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	End	Instructor	
22155	ACTV	NC001	Setting up QB for sm. Business	Zoom	Wake 05	5/17/2022	5/26/2022	Tue,Thu	9:00 AM	1:00 PM	Carolyn	Terry
22156	ACTV	NC002	Monthly Procedures using QB	Zoom	Wake 05	5/31/2022	6/9/2022	Tue,Thu	9:00 AM	1:00 PM	Carolyn	Terry
22157	ACTV	NC003	Year End Procedures	Zoom	Wake 05	6/14/2022	6/23/2022	Tue,Thu	9:00 AM	1:00 PM	Carolyn	Terry

## Business Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
21707	PROW	NC050	Best Practice in Customer Serv	In-Person	Wake 28	5/24/2022	5/24/2022	Tue	8:30 AM	4:30 PM	Linda	Croyle
22078	PROW	NC083	Managing Workplace Stress	In-Person	Wake 28	5/25/2022	5/25/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
21708	PROW	NC002	Business Writing	In-Person	Wake 28	5/26/2022	5/26/2022	Thu	8:30 AM	4:30 PM	Pending	Staff
21958	PROW	NC004	Workplace Comm. Strategies	In-Person	Wake 28	5/31/2022	5/31/2022	Tue	8:30 AM	4:30 PM	Linda	Croyle
21957	PROW	NC032	Difficult Conversations	In-Person	Wake 28	6/2/2022	6/2/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle
21903	PROW	NC036	Negotiating and Collaborating	In-Person	Wake 28	6/7/2022	6/7/2022	Tue	8:30 AM	4:30 PM	Pending	Staff
21949	PROW	NC005	Critical Thinking	In-Person	Wake 28	6/8/2022	6/8/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
21899	PROW	NC003	Time Management	In-Person	Wake 28	6/9/2022	6/9/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle
22081	PROW	NC086	Multigenerational Workforce	In-Person	Wake 28	6/15/2022	6/15/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
21904	PROW	NC067	Pres. & Propos. for the Workpl	In-Person	Wake 28	6/16/2022	6/16/2022	Thu	8:30 AM	4:30 PM	Jennifer	Brown
21956	PROW	NC033	Managing & Developing People	In-Person	Wake 28	6/21/2022	6/23/2022	Tue,Thu	8:30 AM	4:30 PM	Linda	Croyle

## Design Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
21716	MATW	NC003	Photoshop	Zoom	Online	5/20/2022	6/24/2022	Fri	9:00 AM	12:45 PM	Diana	Musacchio
21922	GDPW	NC010	Intro to Adobe Illustrator	Zoom	Online	5/20/2022	6/24/2022	Fri	1:30 PM	5:15 PM	Diana	Musacchio
21722	PHOW	NC001	Digital Cameras, Digital Photo	In-Person	Wake 03	5/25/2022	6/15/2022	Wed	2:00 PM	4:20 PM	Chuck	Place
21670	GDPW	NC001	Digital Design Techniques	Zoom	Online	5/31/2022	6/23/2022	Tue,Thu	5:30 PM	8:15 PM	Diana	Musacchio

## Technology Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
21912	CMPW	NC63A	MS Excel 1	In-Person	Wake 05	5/16/2022	5/25/2022	Mon,Wed	9:00 AM	11:15 AM	Norma	Eggl
22170	CMPW	NC63A	MS Excel 1	Zoom	Online	5/16/2022	5/25/2022	Mon,Wed	9:00 AM	11:15 AM	Norma	Eggl
21831	CMPW	NC63A	MS Excel 1	In-Person	Wake 05	5/17/2022	5/26/2022	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
21672	CMPW	NC014	Facebook for Business	Zoom	Online	5/20/2022	5/20/2022	Fri	8:30 AM	4:30 PM	BilliJo	Starr
21894	CMPW	NC58A	MS Outlook 1	In-Person	Wake 05	5/24/2022	6/14/2022	Tue	9:00 AM	11:15 AM	Norma	Eggl
22171	CMPW	NC58A	MS Outlook 1	Online	Zoom	5/24/2022	6/14/2022	Tue	9:00 AM	11:15 AM	Norma	Eggl
21827	CMPW	NC080	Setting Up A Blog	In-Person	Wake 03	5/24/2022	5/26/2022	Tue,Thu	9:00 AM	1:00 PM	Chuck	Place
21696	CMPW	NC016	Pinterest/Instagram Business	Zoom	Online	5/27/2022	5/27/2022	Fri	8:30 AM	4:30 PM	BilliJo	Starr
21953	CMPW	NC51A	MS Word 1	In-Person	Wake 05	5/30/2022	6/8/2022	Mon,Wed	9:00 AM	12:10 PM	Norma	Eggl
22172	CMPW	NC51A	MS Word 1	Zoom	Online	5/30/2022	6/8/2022	Mon,Wed	9:00 AM	12:10 PM	Norma	Eggl
21671	CMPW	NC63B	MS Excel 2	In-Person	Wake 05	5/31/2022	6/9/2022	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
21954	CMPW	NC081	Create Compelling Content	In-Person	Wake 28	6/1/2022	6/1/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
21728	CMPW	NC018	YouTube for Business	Zoom	Online	6/10/2022	6/10/2022	Fri	8:30 AM	4:30 PM	BilliJo	Starr
21913	CMPW	NC55A	MS PowerPoint 1	In-Person	Wake 05	6/13/2022	6/23/2022	Mon,Wed	9:00 AM	12:10 PM	Norma	Eggl
22173	CMPW	NC55A	MS PowerPoint 1	Zoom	Online	6/13/2022	6/23/2022	Mon,Wed	9:00 AM	12:10 PM	Norma	Eggl
21952	CMPW	NC63C	MS Excel 3	In-Person	Wake 05	6/14/2022	6/23/2022	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
21898	CMPW	NC017	LinkedIn for Business	Zoom	Online	6/17/2022	6/17/2022	Fri	8:30 AM	4:30 PM	BilliJo	Starr
21955	CMPW	NC015	Twitter for Business	Zoom	Online	6/24/2022	6/24/2022	Fri	8:30 AM	4:30 PM	BilliJo	Starr

## Career Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
21700	EHV	NC001	Green Gardener: Module 1	Zoom	Online	5/17/2022	6/2/2022	Tue,Thu	5:00 PM	8:25 PM	Oscar	Carmona
21701	EHV	NC002	Green Gardener: Module 2	Zoom	Online	6/7/2022	6/23/2022	Tue,Thu	5:00 PM	8:20 PM	Oscar	Carmona

## Bilingual Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start	End	Instructor	
22083	CMPW	NC006	MS PowerPoint (Bilingual)	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	9:00 AM	11:00 AM	J. Cesar	Lara Perez
22124	CMPW	NC007	Microsoft Excel (Bilingual)	In-Person	Schott 17	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	10:00 AM	11:45 AM	Norma	Graffius
22167	CMPW	NC007	Microsoft Excel (Bilingual)	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	10:00 AM	11:45 AM	Norma	Graffius
21721	CMPW	NC005	Microsoft Word Fund/Bilingual	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	11:30 AM	1:30 PM	Antonietta	Solis Soto
21668	CMPW	NC002	Intro to Computers (Bilingual)	In-Person	Schott 17	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	12:05 PM	2:05 PM	Norma	Graffius
22166	CMPW	NC002	Intro to Computers (Bilingual)	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	12:05 PM	2:05 PM	Norma	Graffius
21719	CMPW	NC007	Microsoft Excel (Bilingual)	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	3:00 PM	5:00 PM	Araceli	Aparisio
21720	CMPW	NC004	Internet and Email/Bilingual	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	5:05 PM	7:05 PM	Raul	Uribe
22082	CMPW	NC010	Comp/Skills (Bilingual)	Zoom	Online	5/16/2022	6/25/2022	Mon,Tue,Wed,Thu	5:30 PM	7:30 PM	Norma	Bahena



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Design

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6/27-8/6

Classes subject to change

## Accounting

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	End Date	Days	Instructor	
82524	ACTV	NC101	Intro to Accounting Basics 1	Zoom		7/12/2022	7/21/2022	Tue,Thu	5:00 PM	8:00 PM	Eva	Schmidt
82512	ACTV	NC102	Intro to Accounting Basics 2	Zoom		7/26/2022	8/4/2022	Tue,Thu	5:00 PM	8:00 PM	Eva	Schmidt

## Business Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	End Date	Days	Instructor	
82523	PROW	NC021	Coaching Skills	In-Person	Wake 28	6/28/2022	6/28/2022	Tue	8:30 AM	4:30 PM	Linda	Croyle
82520	PROW	NC014	Motivating Yourself and Others	In-Person	Wake 28	6/29/2022	6/29/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
82516	PROW	NC028	Championing Diversity	In-Person	Wake 28	6/30/2022	6/30/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle
82276	PROW	NC084	Trust and Conflict Resolution	In-Person	Wake 28	7/7/2022	7/7/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle
82521	PROW	NC051	Secrets of a Great Employee	In-Person	Wake 28	7/12/2022	7/12/2022	Tue	8:30 AM	4:30 PM	Pending	Staff
82513	PROW	NC006	Leadership Skills	In-Person	Wake 28	7/13/2022	7/13/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
82522	PROW	NC085	Resilience in the Workplace	In-Person	Wake 28	7/14/2022	7/14/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle
82515	PROW	NC038	Increasing Productivity	In-Person	Wake 28	7/20/2022	7/20/2022	Wed	8:30 AM	4:30 PM	Pending	Staff
82511	PROW	NC032	Difficult Conversations	In-Person	Wake 28	7/21/2022	7/21/2022	Thu	8:30 AM	4:30 PM	Pending	Staff
82517	PROW	NC064	Accountability	In-Person	Wake 28	7/27/2022	7/27/2022	Wed	8:30 AM	4:30 PM	Linda	Croyle
82519	PROW	NC012	Supervisory Skills	In-Person	Wake 28	7/28/2022	7/28/2022	Thu	8:30 AM	4:30 PM	Pending	Staff
82518	PROW	NC068	Professional Etiquette	In-Person	Wake 28	8/2/2022	8/2/2022	Tue	8:30 AM	4:30 PM	Linda	Croyle
82525	PROW	NC036	Negotiating and Collaborating	In-Person	Wake 28	8/3/2022	8/3/2022	Wed	8:30 AM	4:30 PM	Pending	Staff
82526	PROW	NC088	Giving and Receiving Feedback	In-Person	Wake 28	8/4/2022	8/4/2022	Thu	8:30 AM	4:30 PM	Linda	Croyle

## Design Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Time		Instructor	
82553	PHOW	NC001	Digital Cameras, Digital Photo	In-Person	Wake 03	6/27/2022	7/7/2022	Tue,Thu	9:00 AM	11:20 AM	Charles	Place
82529	PHOW	NC003	Lightroom Classic 1	In-Person	Wake 03	6/28/2022	7/7/2022	Tue,Thu	5:00 PM	9:00 PM	Bruce	Burkhardt
82533	PHOW	NC002	Photoshop for Digital Photos	Zoom	Online	6/29/2022	8/6/2022	Wed	5:15 PM	9:00 PM	Bruce	Burkhardt
82530	PHOW	NC004	Lightroom Classic 2	Zoom	Online	7/12/2022	7/21/2022	Tue,Thu	5:00 PM	9:00 PM	Bruce	Burkhardt
82278	MATW	NC003	Photoshop	Zoom	Online	7/18/2022	8/3/2022	Mon,Wed	9:00 AM	12:45 PM	Diana	Musacchio
82531	PHOW	NC005	Lightroom Classic 3	Zoom	Online	7/26/2022	8/4/2022	Tue,Thu	5:00 PM	9:00 PM	Bruce	Burkhardt
82538	GDPW	NC052	Preparing Digital Images	In-Person	Wake 03	7/26/2022	8/4/2022	Tue,Thu	9:00 AM	11:00 AM	Chuck	Place

## Technology Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Day (s)	Time		Instructor	
82639	CMPW	NC037	Living the iLife	Zoom	Online	6/27/2022	8/2/2022	Tue	1:00 PM	4:45 PM	Diana	Musacchio
82634	CMPW	NC031	Intro to Mac OS X Level 1	Zoom	Online	6/27/2022	7/13/2022	Mon,Wed	1:30 PM	5:05 PM	Diana	Musacchio
82537	CMPW	NC022	Computers for Beginners	In-Person	Wake 04	6/28/2022	6/30/2022	Tue,Thu	9:00 AM	1:15 PM	Norma	Eggli
82131	CMPW	NC51A	MS Word 1	In-Person	Wake 04	7/5/2022	7/14/2022	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
82635	CMPW	NC032	Intro to Mac OS X Level 2	Zoom	Online	7/18/2022	8/1/2022	Mon,Wed	1:30 PM	5:05 PM	Diana	Musacchio
82539	CMPW	NC041	Email for Beginners	In-Person	Wake 04	7/6/2022	7/27/2022	Wed	9:00 AM	11:20 AM	Norma	Eggli
82540	CMPW	NC020	Comp. Keyboard & Mouse Basics	In-Person	Wake 04	7/12/2022	7/21/2022	Tue,Thu	9:00 AM	11:20 AM	Norma	Eggli
82536	CMPW	NC042	Photos for the Internet/Email	In-Person	Wake 04	7/12/2022	7/21/2022	Tue,Thu	9:00 AM	12:20 PM	Charles	Place
82514	CMPW	NC51B	MS Word 2	In-Person	Wake 04	7/26/2022	8/4/2022	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong

## Career Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Time		Instructor	
82527	EHV	NC207	Small Scale Food Production 1	Zoom	Online	7/12/2022	7/21/2022	Tue,Thu	4:00 PM	7:00 PM	Oscar	Carmona
82528	EHV	NC208	Small Scale Food Production 2	Zoom	Online	7/26/2022	8/4/2022	Tue,Thu	4:00 PM	7:00 PM	Oscar	Carmona

## Bilingual Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Time		Instructor	
82555	CMPW	NC010	Comp/Skills (Bilingual)	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	9:00 AM	11:00 AM	J Cesar	Lara Perez
82623	CMPW	NC005	Microsoft Word Fundamentals	In -Person	Schott 17	6/27/2022	6/27/2022	Mon,Tue,Wed,Thu	10:00 AM	11:45 AM	Norma	Graffius
82630	CMPW	NC005	Microsoft Word Fundamentals	Zoom	Online	6/27/2022	6/27/2022	Mon,Tue,Wed,Thu	10:00 AM	11:45 AM	Norma	Graffius
82115	CMPW	NC007	Microsoft Excel (Bilingual)	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	11:30 AM	2:30 PM	Antonieta	Solis Soto
82128	CMPW	NC004	Internet and Email/Bilingual	In-Person	Schott 17	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	12:05 PM	2:05 PM	Norma	Graffius
82629	CMPW	NC004	Internet and Email/Bilingual	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	12:05 PM	2:05 PM	Norma	Graffius
81996	CMPW	NC002	Intro to Computers (Bilingual)	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	3:00 PM	5:00 PM	Araceli	Aparisio
82554	CMPW	NC008	Microsoft Pub Fund (Bilingual)	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	5:05 PM	7:05 PM	Raul	Uribe
82114	CMPW	NC006	MS PowerPoint (Bilingual)	Zoom	Online	6/27/2022	8/6/2022	Mon,Tue,Wed,Thu	5:30 PM	7:30 PM	Norma	Bahena