



# TRAINING for Today!

Business

Design

Technology

Career

## Fall 2022

8/29-12/17

Classes subject to change

### Business Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor	
44008	PROW	NC012	Supervisory Skills	In-Person	Wake 28	11/15	11/15	Tue	8:30 AM	4:30 PM	Linda	Croyle
44319	PROW	NC012	Supervisory Skills	Zoom	Online	11/15	11/15	Tue	8:30 AM	4:30 PM	Linda	Croyle
44014	PROW	NC084	Trust and Conflict Resolution	In-Person	Wake 28	11/17	11/17	Thu	8:30 AM	4:30 PM	Linda	Croyle
44320	PROW	NC084	Trust and Conflict Resolution	Zoom	Online	11/17	11/17	Thu	8:30 AM	4:30 PM	Linda	Croyle
43228	EMTV	NC111	EMT-Basic: Recertification	In-Person	SBCC	11/19	11/20	Sun,Sat	8:00 AM	2:00 PM	Ian	Sharp
43383	PROW	NC033	Successfully Managing and Developing People <b>New Date</b>	In-Person	Wake 28	11/29	12/1	Tue/Thu	8:30 AM	4:30 PM	Linda	Croyle
44321	PROW	NC033	Successfully Managing and Developing People <b>New Date</b>	Zoom	Online	11/29	12/1	Tue/Thu	8:30 AM	4:30 PM	Linda	Croyle
43253	PROW	NC067	High Impact Presentations and Proposals for the Work Place	In-Person	Wake 28	11/30	11/30	Wed	8:30 AM	4:30 PM	Linda	Croyle
44322	PROW	NC067	High Impact Presentations and Proposals for the Work Place	Zoom	Online	11/30	11/30	Wed	8:30 AM	4:30 PM	Linda	Croyle
43161	MKTW	NC002	Business Branding	In-Person	Wake 28	12/2	12/2	Fri	8:30 AM	4:30 PM	Anna	Kwong
44011	PROW	NC083	Effectively Managing Workplace Stress	In-Person	Wake 28	12/6	12/6	Tue	8:30 AM	4:30 PM	Linda	Croyle
44323	PROW	NC083	Effectively Managing Workplace Stress	Zoom	Wake 28	12/6	12/6	Tue	8:30 AM	4:30 PM	Linda	Croyle
44015	PROW	NC005	Critical Thinking, Problem Solving and Decision Making	In-Person	Wake 28	12/7	12/7	Wed	8:30 AM	4:30 PM	Jennifer	Brown
44324	PROW	NC005	Critical Thinking, Problem Solving and Decision Making	Zoom	Wake 28	12/7	12/7	Wed	8:30 AM	4:30 PM	Jennifer	Brown

### Career Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start Date	End Date	Days	Start Time	End Time	Instructor	
43223	CTV	NC004	Construction Plumbing	In-Person	Wake 24	11/22	12/13	Tue	5:00 PM	8:00 PM	Rodney	Utt

### Design Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Start Time	End Time	Instructor	
43269	PHOW	NC002	Photoshop for Digital Photos	Zoom	Online	11/15	12/3	Tue, Thu	5:30 PM	8:15 PM	Bruce	Burkhardt

### Technology Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Start Time	End Time	Instructor	
43217	CMPW	NC63B	MS Excel 2	In-Person	Wake 05	11/8	11/17	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
43218	CMPW	NC63C	MS Excel 3	In-Person	Wake 05	12/6	12/15	Tue,Thu	6:30 PM	8:45 PM	Vince	Wong
43999	CMPW	NC012	How to Use Google Drive to Maximize Performance	In-Person	Wake 04	11/21	12/7	Mon,Wed	4:35 PM	7:00 PM	Norma	Eggli
44006	CMPW	NC012	How to Use Google Drive to Maximize Performance	Zoom	Online	11/21	12/7	Mon,Wed	4:35 PM	7:00 PM	Norma	Eggli

### Bilingual Classes

CRN	Dept	Course	Course Title	In-Person or Zoom	Location	Start	End	Days (s)	Start Time	End Time	Instructor	
43507	CMPW	NC003	Introduction to Windows Operating Systems	In-Person	Schott 17	10/24	12/17	Mon,Wed	11:30 AM	2:30 PM	Norma	Graffius
44192	CMPW	NC003	Introduction to Windows Operating Systems	Zoom	Online	10/24	12/17	Mon,Wed	11:30 AM	2:30 PM	Norma	Graffius
43510	CMPW	NC005	Microsoft Word Fundamentals	In-Person	Schott 17	10/24	12/17	Tue,Thu	11:35 AM	2:30 PM	Norma	Graffius
44193	CMPW	NC005	Microsoft Word Fundamentals	Zoom	Online	10/24	12/17	Tue,Thu	11:35 AM	2:30 PM	Norma	Graffius
43512	CMPW	NC010	Computer/Skills	In-Person	Wake 06	10/24	12/17	Tue,Thu	11:35 AM	2:30 PM	J. Cesar	Lara Perez
43505	CMPW	NC005	Microsoft Word Fundamentals	Zoom	Online	10/24	12/17	Mon,Wed	11:35 AM	2:30 PM	J. Cesar	Lara Perez
43509	CMPW	NC004	Introduction to the Internet & Email	Zoom	Online	10/24	12/17	Mon,Wed	11:00 AM	2:00 PM	Antonieta	Solis Soto
44140	CMPW	NC001	Typing-Keyboarding	Zoom	Online	10/24	12/17	Mon,Tue,Wed,Thu	1:00 PM	2:05 PM	Araceli	Aparisio
44130	CMPW	NC002	Introduction to Computers	In-Person	Wake 06	10/24	12/17	Mon,Tue,Wed,Thu	2:35 PM	3:40 PM	Raul	Uribe
44201	CMPW	NC002	Introduction to Computers	Zoom	Online	10/24	12/17	Mon,Tue,Wed,Thu	2:35 PM	3:40 PM	Raul	Uribe

44131	CMPW	NC006	MS PowerPoint	In-Person	Wake 06	10/24	12/17	Mon,Tue,Wed,Thu	3:50 PM	4:55 PM	Raul	Uribe
44202	CMPW	NC006	MS PowerPoint	Zoom	Online	10/24	12/17	Mon,Tue,Wed,Thu	3:50 PM	4:55 PM	Raul	Uribe
44132	CMPW	NC007	Microsoft Excel	Zoom	Online	10/24	12/17	Tue,Thu	5:15 PM	8:00 PM	Norma	Bahena

**There are three ways to register:**

Go to: <https://sbcc.edu/extendedlearning/application.php>

1) Online

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

<http://sbcc.edu/apply> Apply to the "School of Extended Learning" Application

Or use the QR Code



SBCC School of Extended Learning

[www.sbcc.edu/csj](http://www.sbcc.edu/csj)

805-683-8282 or 805-898-8160