

## Open Enrollment Schedule

November 2017—January 2018

### LOCATION:

#### Learnsoft Enterprise Training

4350 Executive Drive | Ste. 100

San Diego, CA 92121

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### BUSINESS SKILLS

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<i>Effective Business Writing</i> .....	12/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Grammar Essentials</i> .....	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Meeting Strategies</i> .....	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Project Management Fundamentals</i> .....	12/21/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Time Management</i> .....	12/08/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day

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### IT TRAINING

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<i>Access 2010 Introduction</i> .....	11/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Intermediate</i> .....	11/16/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Advanced</i> .....	11/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Introduction</i> .....	12/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Intermediate</i> .....	12/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Advanced</i> .....	11/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day

## IT TRAINING (continued)

<i>Access 2016 Introduction</i> .....	12/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Intermediate</i> .....	11/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Advanced</i> .....	11/28/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/21/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Introduction</i> .....	11/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Intermediate</i> .....	11/08/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Advanced</i> .....	11/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Introduction</i> .....	12/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Intermediate</i> .....	11/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Advanced</i> .....	12/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Introduction</i> .....	11/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Intermediate</i> .....	11/10/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Advanced</i> .....	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Automated with Macros</i> .....	12/08/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	01/11/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2013 Automated with Macros</i> .....	12/20/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	01/26/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day

## IT TRAINING (continued)

<i>Excel 2016 Macros Functionality.....</i>	11/14/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	12/13/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	01/30/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2010 Pivot Tables Made Easy.....</i>	12/08/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	01/11/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2013 Pivot Tables Made Easy.....</i>	12/20/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	01/26/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2016 Data Analysis with Pivot Tables .....</i>	11/14/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	12/13/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	01/30/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Outlook 2010 Introduction.....</i>	11/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2010 Advanced.....</i>	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Introduction.....</i>	01/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Advanced.....</i>	01/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Introduction.....</i>	12/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Advanced.....</i>	12/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Introduction.....</i>	11/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Advanced.....</i>	11/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Introduction.....</i>	01/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Advanced.....</i>	01/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Introduction.....</i>	01/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Advanced.....</i>	11/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Introduction.....</i>	11/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Advanced.....</i>	11/16/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/21/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day

## IT TRAINING (continued)

<i>Project 2016 Introduction</i> .....	11/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2016 Advanced</i> .....	11/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Publisher 2010 Introduction</i> .....	12/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Introduction</i> .....	11/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Advanced</i> .....	11/28/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Introduction</i> .....	11/08/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Advanced</i> .....	11/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Introduction</i> .....	12/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Intermediate</i> .....	11/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Advanced</i> .....	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Introduction</i> .....	11/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Intermediate</i> .....	12/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Advanced</i> .....	11/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Introduction</i> .....	01/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Intermediate</i> .....	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Advanced</i> .....	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day

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## PROGRAMMING

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<i>Access Programming 2010 Introduction...</i>	11/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access Programming 2010 Advanced.....</i>	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Introduction.....</i>	11/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Advanced.....</i>	11/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day

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## PROJECT MANAGEMENT

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<i>Project Management Professional.....</i>	12/04/17- 12/08/17	8:00 AM - 3:30PM	Learnsoft	5 Days
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## CRYSTAL REPORTS

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<i>Crystal Reports 11.0 Introduction.....</i>	12/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Advanced.....</i>	11/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day

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## GRAPHIC DESIGN

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<i>Acrobat Introduction 10.0 .....</i>	12/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Acrobat Advanced 10.0 .....</i>	12/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day

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