

Open Enrollment Schedule

November– January 2018-2019



4350 Executive Drive | Ste. 100
 San Diego, CA 92121
 858.546.1400
 www.learnsoft.com

TECHNICAL

<i>Business Analytics</i>	01/28/19 - 01/29/19	8:00 AM - 3:30PM	Learnsoft	2 Days
<i>SharePoint Introduction</i>	2/1/19	8:00 AM - 3:30PM	Learnsoft	1 Day

NON-TECHNICAL

<i>Effective Business Writing</i>	11/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/25/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Grammar Essentials</i>	11/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/28/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Project Management Fundamentals</i>	11/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/22/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Time Management</i>	11/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/18/19	8:00 AM - 3:30PM	Learnsoft	1 Day

GRAPHIC DESIGN

<i>Acrobat Introduction 10.0 / 11.0</i>	11/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/11/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Acrobat Advanced 10.0 / 11.0</i>	12/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/14/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Publisher 2010 Introduction</i>	12/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING

<i>Access 2010 Introduction</i>	11/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/02/19	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING

<i>Access 2010 Intermediate</i>	11/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/03/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Advanced</i>	11/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/04/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Introduction</i>	11/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/15/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Intermediate</i>	11/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/16/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Advanced</i>	11/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/17/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Introduction</i>	11/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/07/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Intermediate</i>	11/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/08/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Advanced</i>	11/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/09/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Introduction</i>	11/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/4/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/10/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Advanced</i>	11/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/24/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Introduction</i>	11/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/07/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Intermediate</i>	11/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/08/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Advanced</i>	11/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/09/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Introduction</i>	11/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/02/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Intermediate</i>	11/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/04/19	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Advanced</i>	11/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	12/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	01/10/19	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING

<i>Excel 2016 Introduction</i>	11/05/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/10/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/03/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Excel 2016 Intermediate</i>	11/08/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/12/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/14/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Excel 2016 Advanced</i>	11/15/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/18/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/23/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Excel 2010 Automated with Macros</i>	11/26/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	12/17/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	01/21/19	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2013 Automated with Macros</i>	11/30/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	12/18/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	01/29/19	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2016 Macros Functionality</i>	11/21/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	12/05/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	01/31/19	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2010 Pivot Tables Made Easy</i>	11/26/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	12/17/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	01/21/19	8:00 AM - 11:15AM	Learnssoft	1/2 Day
<i>Excel 2013 Pivot Tables Made Easy</i>	11/30/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	12/18/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	01/29/19	8:00 AM - 11:15AM	Learnssoft	1/2 Day
<i>Excel 2016 Data Analysis with Pivot Tables</i>	11/21/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	12/05/18	8:00 AM - 11:15AM	Learnssoft	1/2 Day
	01/31/19	8:00 AM - 11:15AM	Learnssoft	1/2 Day
<i>Outlook 2010 Introduction</i>	11/07/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/24/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2010 Advanced</i>	11/12/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/30/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2013 Introduction</i>	11/14/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/19/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/11/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2013 Advanced</i>	11/15/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/21/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/21/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2016 Introduction</i>	12/03/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/28/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2016 Advanced</i>	12/10/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/29/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>PowerPoint 2010 Introduction</i>	11/16/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/16/19	8:00 AM - 3:30PM	Learnssoft	1 Day

IT TRAINING

<i>PowerPoint 2010 Advanced</i>	11/19/18 01/17/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>PowerPoint 2013 Introduction</i>	11/20/18 01/25/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>PowerPoint 2013 Advanced</i>	11/21/18 01/31/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>PowerPoint 2016 Introduction</i>	11/26/18 12/14/18 01/04/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>PowerPoint 2016 Advanced</i>	11/27/18 12/19/18 01/14/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2010 Introduction</i>	11/06/18 12/06/18 01/15/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2010 Advanced</i>	11/13/18 12/13/18 01/17/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2013 Introduction</i>	11/08/18 12/06/18 01/09/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2013 Advanced</i>	11/27/18 12/19/18 01/10/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2016 Introduction</i>	11/02/18 12/07/18 01/08/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Project 2016 Advanced</i>	11/05/18 12/14/18 01/16/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft Learnsoft	1 Day 1 Day 1 Day
<i>Visio 2010 Introduction</i>	12/04/18 01/02/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2010 Advanced</i>	12/05/18 01/03/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2013 Introduction</i>	12/11/18 01/07/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2013 Advanced</i>	12/12/18 01/22/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2016 Introduction</i>	12/18/18 01/24/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2016 Advanced</i>	12/19/18 01/30/19	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day

IT TRAINING

<i>Windows 10 Introduction</i>	11/09/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/21/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2010 Introduction</i>	11/01/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/03/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/16/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2010 Intermediate</i>	11/12/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/10/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/17/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2010 Advanced</i>	11/19/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/17/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/18/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2013 Introduction</i>	11/06/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/04/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/23/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2013 Intermediate</i>	11/13/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/05/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/24/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2013 Advanced</i>	11/20/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/06/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/25/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2016 Introduction</i>	11/27/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/10/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/28/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2016 Intermediate</i>	11/28/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/11/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/29/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Word 2016 Advanced</i>	11/29/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/12/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/30/19	8:00 AM - 3:30PM	Learnssoft	1 Day

PROGRAMMING

<i>Access Programming 2010 Introduction</i> ...	11/28/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/05/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/22/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Access Programming 2010 Advanced</i>	11/29/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	12/20/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/23/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Excel VB Programming 2010 Introduction</i>	12/13/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/15/19	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Excel VB Programming 2010 Advanced</i>	12/17/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	01/30/19	8:00 AM - 3:30PM	Learnssoft	1 Day

PROJECT MANAGEMENT

<i>PMP Boot Camp</i>	If you are interested in this class, please contact us.			
<i>Risk Management</i>	03/05/19 - 03/07/19	8:00 AM - 3:30PM	Learnssoft	3 Days