

# Open Enrollment Schedule September-November 2017

## LOCATION:

### Learnsoft Enterprise Training

4350 Executive Drive | Ste. 100  
San Diego, CA 92121

### SHARP Spectrum

8695 Spectrum Center Blvd.  
San Diego, CA 92123

## BUSINESS SKILLS

<i>Effective Business Writing</i> .....	10/03/17	8:30 AM - 4:00PM	SHARP	1 Day
	10/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Grammar Essentials</i> .....	09/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/07/17	8:30 AM - 4:00PM	SHARP	1 Day
<i>Effective Meeting Strategies</i> .....	09/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Project Management Fundamentals</i> .....	10/25/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Time Management</i> .....	09/07/17	8:30 AM - 4:00PM	SHARP	1 Day
	10/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day

## IT TRAINING

<i>Access 2010 Introduction</i> .....	09/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Intermediate</i> .....	10/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/16/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Advanced</i> .....	09/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/24/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Introduction</i> .....	09/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Intermediate</i> .....	10/16/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day

## IT TRAINING (continued)

<i>Access 2013 Advanced</i> .....	09/21/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Introduction</i> .....	10/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/23/17	8:30 AM - 4:00PM	SHARP	1 Day
	11/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Intermediate</i> .....	09/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/10/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Advanced</i> .....	09/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/25/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/28/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Introduction</i> .....	09/14/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Intermediate</i> .....	09/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/13/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Advanced</i> .....	09/25/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Introduction</i> .....	09/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Intermediate</i> .....	09/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Advanced</i> .....	09/28/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Introduction</i> .....	09/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Intermediate</i> .....	09/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	09/25/17	8:30 AM - 4:00PM	SHARP	1 Day
	10/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/10/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/30/17	8:30 AM - 4:00PM	SHARP	1 Day
<i>Excel 2016 Advanced</i> .....	09/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/13/17	8:30 AM - 4:00PM	SHARP	1 Day
	10/31/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Automated with Macros</i> .....	10/23/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day

## IT TRAINING (continued)

<i>Excel 2013 Automated with Macros .....</i>	10/26/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2016 Macros Functionality.....</i>	10/16/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	11/14/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2010 Pivot Tables Made Easy.....</i>	10/23/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2013 Pivot Tables Made Easy.....</i>	10/26/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2016 Data Analysis with Pivot Tables .....</i>	10/16/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	11/14/17	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>OneNote 2010 Introduction.....</i>	08/28/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>OneNote 2016 Introduction.....</i>	09/05/17	8:00 AM - 11:15PM	Learnsoft	1/2 Day
<i>OneNote 2016 Advanced.....</i>	09/05/17	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Outlook 2010 Introduction.....</i>	11/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2010 Advanced.....</i>	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2013 Introduction.....</i>	10/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2013 Advanced.....</i>	10/26/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Introduction.....</i>	10/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Advanced.....</i>	10/16/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Introduction.....</i>	10/12/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Advanced.....</i>	10/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Introduction.....</i>	09/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Advanced.....</i>	09/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day

## IT TRAINING (continued)

<i>PowerPoint 2016 Introduction</i> .....	10/13/17 11/01/17	8:00 AM - 3:30PM 8:30 AM - 4:00PM	Learnsoft SHARP	1 Day 1 Day
<i>PowerPoint 2016 Advanced</i> .....	10/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Introduction</i> .....	09/13/17 11/08/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Project 2010 Advanced</i> .....	09/25/17 11/14/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Project 2013 Introduction</i> .....	09/12/17 09/20/17 11/13/17	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> .....	09/28/17 10/11/17 11/16/17	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> .....	09/06/17 11/22/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Project 2016 Advanced</i> .....	09/19/17 11/30/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2010 Introduction</i> .....	10/02/17 11/06/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2010 Advanced</i> .....	10/31/17 11/28/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2013 Introduction</i> .....	09/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2013 Advanced</i> .....	10/10/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Introduction</i> .....	09/14/17 11/08/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Visio 2016 Advanced</i> .....	09/21/17 11/22/17	8:00 AM - 3:30PM 8:00 AM - 3:30PM	Learnsoft Learnsoft	1 Day 1 Day
<i>Windows 10</i> .....	11/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day

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## IT TRAINING (continued)

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<i>Word 2010 Introduction.....</i>	10/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Intermediate.....</i>	09/26/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/17/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Advanced.....</i>	09/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/23/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Introduction.....</i>	09/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/03/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Intermediate.....</i>	09/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Advanced.....</i>	09/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	09/28/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/24/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Introduction.....</i>	11/02/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Intermediate.....</i>	09/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Advanced.....</i>	09/21/17	8:30 AM - 4:00PM	SHARP	1 Day
	09/27/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day

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## PROGRAMMING

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<i>Access Programming 2010 Introduction...</i>	09/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/11/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/15/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access Programming 2010 Advanced.....</i>	09/26/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/31/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Introduction.....</i>	09/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/04/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Advanced.....</i>	09/29/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/24/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/20/17	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>	09/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/05/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/01/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Advanced.....</i>	09/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/18/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/30/17	8:00 AM - 3:30PM	Learnsoft	1 Day

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## GRAPHIC DESIGN

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<i>Acrobat Introduction 10.0 / .....</i>	09/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/09/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/10/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Acrobat Advanced 10.0 .....</i>	09/22/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	10/19/17	8:00 AM - 3:30PM	Learnsoft	1 Day
	11/21/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Publisher 2010 Introduction.....</i>	10/20/17	8:00 AM - 3:30PM	Learnsoft	1 Day

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## TECHNICAL

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<i>Certified Ethical Hacking.....</i>	09/25/17- 09/29/17	8:00 AM - 3:30PM	Learnsoft	5 Days
<i>SharePoint 2010 Introduction.....</i>	09/07/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Sql Introduction.....</i>	09/06/17	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Sql Advanced.....</i>	09/08/17	8:00 AM - 3:30PM	Learnsoft	1 Day

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