

Open Enrollment Schedule

March —May 2018

LOCATION:

Learnsoft Enterprise Training

4350 Executive Drive | Ste. 100

San Diego, CA 92121

BUSINESS SKILLS

<i>Effective Business Writing</i>	03/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Grammar Essentials</i>	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Project Management Fundamentals</i>	04/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Time Management</i>	03/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING

<i>Access 2010 Introduction</i>	04/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Intermediate</i>	04/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Advanced</i>	03/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Introduction</i>	04/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Intermediate</i>	04/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Advanced</i>	04/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Access 2016 Introduction</i>	04/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Intermediate</i>	03/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Advanced</i>	04/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Introduction</i>	03/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Intermediate</i>	03/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Advanced</i>	03/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Introduction</i>	03/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Intermediate</i>	03/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Advanced</i>	03/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Introduction</i>	04/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Intermediate</i>	03/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Advanced</i>	03/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Automated with Macros</i>	03/19/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	04/06/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	05/11/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day

IT TRAINING (continued)

<i>Excel 2013 Automated with Macros</i>	03/30/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	04/16/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	05/18/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2016 Macros Functionality.....</i>	03/27/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	04/20/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
	05/15/18	12:15 PM - 3:30PM	Learnsoft	1/2 Day
<i>Excel 2010 Pivot Tables Made Easy.....</i>	03/19/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	04/06/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	05/11/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2013 Pivot Tables Made Easy.....</i>	03/30/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	04/16/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	05/18/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Excel 2016 Data Analysis with Pivot Tables</i>	03/27/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	04/20/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
	05/15/18	8:00 AM - 11:15 PM	Learnsoft	1/2 Day
<i>Outlook 2010 Introduction.....</i>	05/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2010 Advanced.....</i>	05/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2013 Introduction.....</i>	04/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2013 Advanced.....</i>	03/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Introduction.....</i>	04/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Outlook 2016 Advanced.....</i>	04/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Introduction.....</i>	04/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2010 Advanced.....</i>	04/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Introduction.....</i>	05/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2013 Advanced.....</i>	03/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Introduction.....</i>	03/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Advanced.....</i>	03/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Project 2010 Introduction</i>	05/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Advanced</i>	03/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Introduction</i>	03/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Advanced</i>	04/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2016 Introduction</i>	05/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2016 Advanced</i>	03/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Publisher 2010 Introduction</i>	04/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Introduction</i>	05/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Advanced</i>	05/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2013 Introduction</i>	04/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2013 Advanced</i>	04/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Introduction</i>	04/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Advanced</i>	04/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Windows 10</i>	04/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Introduction</i>	04/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Intermediate</i>	04/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Word 2010 Advanced</i>	03/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Introduction</i>	04/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Intermediate</i>	04/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Advanced</i>	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Introduction</i>	05/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Intermediate</i>	04/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Advanced</i>	03/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day

PROGRAMMING

<i>Access Programming 2010 Introduction</i> ...	04/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access Programming 2010 Advanced</i>	03/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Introduction</i>	04/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Advanced</i>	03/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day

CRYSTAL REPORTS

<i>Crystal Reports 11.0 Introduction</i>	03/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Advanced</i>	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day

GRAPHIC DESIGN

<i>Acrobat Introduction 10.0</i>	03/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Acrobat Advanced 10.0</i>	03/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	04/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	05/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
