

Open Enrollment Schedule

January —March 2018

LOCATION:

Learnsoft Enterprise Training

4350 Executive Drive | Ste. 100

San Diego, CA 92121

BUSINESS SKILLS

<i>Effective Business Writing</i>	01/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Grammar Essentials</i>	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Meeting Strategies</i>	01/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Project Management Fundamentals</i>	01/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Effective Time Management</i>	01/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING

<i>Access 2010 Introduction</i>	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Intermediate</i>	02/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2010 Advanced</i>	01/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Introduction</i>	01/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2013 Intermediate</i>	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Access 2013 Advanced</i>	01/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Introduction</i>	01/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Intermediate</i>	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access 2016 Advanced</i>	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Introduction</i>	01/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Intermediate</i>	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2010 Advanced</i>	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Introduction</i>	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Intermediate</i>	02/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2013 Advanced</i>	01/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Introduction</i>	01/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Intermediate</i>	01/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel 2016 Advanced</i>	01/31/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Excel 2010 Automated with Macros.....</i>	02/15/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	03/19/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2013 Automated with Macros</i>	01/26/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	02/23/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	03/30/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2016 Macros Functionality.....</i>	01/30/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	02/19/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
	03/27/18	12:15 PM - 3:30PM	Learnssoft	1/2 Day
<i>Excel 2010 Pivot Tables Made Easy.....</i>	02/15/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
	03/19/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
<i>Excel 2013 Pivot Tables Made Easy.....</i>	01/26/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
	02/23/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
	03/30/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
<i>Excel 2016 Data Analysis with Pivot Tables</i>	01/30/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
	02/19/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
	03/27/18	8:00 AM - 11:15 PM	Learnssoft	1/2 Day
<i>Outlook 2010 Introduction.....</i>	03/12/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2010 Advanced.....</i>	01/23/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	03/23/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2013 Introduction.....</i>	02/05/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2013 Advanced.....</i>	02/23/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2016 Introduction.....</i>	01/19/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	02/09/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>Outlook 2016 Advanced.....</i>	01/31/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	02/28/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>PowerPoint 2010 Introduction.....</i>	01/05/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	02/07/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>PowerPoint 2010 Advanced.....</i>	01/04/18	8:00 AM - 3:30PM	Learnssoft	1 Day
	02/16/18	8:00 AM - 3:30PM	Learnssoft	1 Day
<i>PowerPoint 2013 Introduction.....</i>	03/09/18	8:00 AM - 3:30PM	Learnssoft	1 Day

IT TRAINING (continued)

<i>PowerPoint 2013 Advanced</i>	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Introduction</i>	01/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>PowerPoint 2016 Advanced</i>	01/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Introduction</i>	03/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2010 Advanced</i>	01/30/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Introduction</i>	01/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2013 Advanced</i>	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2016 Introduction</i>	01/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Project 2016 Advanced</i>	01/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/29/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Publisher 2010 Introduction</i>	02/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>SharePoint 2010 Introduction</i>	03/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>SharePoint 2010 Advanced</i>	03/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Introduction</i>	03/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2010 Advanced</i>	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2013 Introduction</i>	02/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2013 Advanced</i>	02/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Introduction</i>	01/18/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/06/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Visio 2016 Advanced</i>	01/25/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day

IT TRAINING (continued)

<i>Windows 10</i>	02/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Introduction</i>	02/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/01/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Intermediate</i>	01/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2010 Advanced</i>	01/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Introduction</i>	02/09/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/02/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Intermediate</i>	01/11/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2013 Advanced</i>	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Introduction</i>	01/10/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/05/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Intermediate</i>	01/16/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Word 2016 Advanced</i>	01/26/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/27/18	8:00 AM - 3:30PM	Learnsoft	1 Day

PROGRAMMING

<i>Access Programming 2010 Introduction</i> ...	02/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Access Programming 2010 Advanced</i>	01/24/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Introduction</i>	01/04/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/07/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Excel VB Programming 2010 Advanced</i>	01/17/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/14/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/21/18	8:00 AM - 3:30PM	Learnsoft	1 Day

PROJECT MANAGEMENT

<i>Project Management Professional</i>	02/26/18- 03/02/18	8:00 AM - 3:30PM	Learnsoft	5 Days
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CRYSTAL REPORTS

<i>Crystal Reports 11.0 Introduction</i>	01/03/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/13/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/15/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Crystal Reports 11.0 Advanced</i>	01/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/20/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/28/18	8:00 AM - 3:30PM	Learnsoft	1 Day

GRAPHIC DESIGN

<i>Acrobat Introduction 10.0</i>	02/08/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/12/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Acrobat Advanced 10.0</i>	01/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	02/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
	03/23/18	8:00 AM - 3:30PM	Learnsoft	1 Day

TECHNICAL

<i>Sql Introduction</i>	03/19/18	8:00 AM - 3:30PM	Learnsoft	1 Day
<i>Sql Advanced</i>	03/22/18	8:00 AM - 3:30PM	Learnsoft	1 Day
