

**Open Enrollment Schedule
February – April 2019**



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

	<i>DATE(S)</i>	<i>TIME</i>	<i>LENGTH</i>
TECHNICAL			
<i>SharePoint 2016 Introduction</i>	02/06/19	8:00 AM - 3:30PM	1 Day
<i>CompTIA Security+</i>	02/25/19 - 03/01/19	8:00 AM - 3:30PM	5 Days
NON - TECHNICAL			
<i>Effective Business Writing</i>	02/11/19	8:00 AM - 3:30PM	1 Day
	03/04/19	8:00 AM - 3:30PM	1 Day
	04/08/19	8:00 AM - 3:30PM	1 Day
<i>Effective Grammar Essentials</i>	02/04/19	8:00 AM - 3:30PM	1 Day
	03/19/19	8:00 AM - 3:30PM	1 Day
	04/29/19	8:00 AM - 3:30PM	1 Day
<i>Effective Project Management Fundamentals</i>	02/27/19	8:00 AM - 3:30PM	1 Day
	03/15/19	8:00 AM - 3:30PM	1 Day
	04/10/19	8:00 AM - 3:30PM	1 Day
<i>Effective Time Management</i>	02/15/19	8:00 AM - 3:30PM	1 Day
	03/13/19	8:00 AM - 3:30PM	1 Day
	04/05/19	8:00 AM - 3:30PM	1 Day
GRAPHIC DESIGN			
<i>Acrobat Introduction 10.0 / 11.0</i>	02/12/19	8:00 AM - 3:30PM	1 Day
	03/20/19	8:00 AM - 3:30PM	1 Day
	04/01/19	8:00 AM - 3:30PM	1 Day
<i>Acrobat Advanced 10.0 / 11.0</i>	02/13/19	8:00 AM - 3:30PM	1 Day
	03/28/19	8:00 AM - 3:30PM	1 Day
	04/19/19	8:00 AM - 3:30PM	1 Day

	DATE(S)	TIME	LENGTH
IT TRAINING			
<i>Access 2013 Introduction</i>	03/11/19	8:00 AM - 3:30PM	1 Day
	04/08/19	8:00 AM - 3:30PM	1 Day
<i>Access 2013 Intermediate</i>	02/07/19	8:00 AM - 3:30PM	1 Day
	03/12/19	8:00 AM - 3:30PM	1 Day
	04/12/19	8:00 AM - 3:30PM	1 Day
<i>Access 2013 Advanced</i>	02/19/19	8:00 AM - 3:30PM	1 Day
	03/13/19	8:00 AM - 3:30PM	1 Day
	04/16/19	8:00 AM - 3:30PM	1 Day
<i>Access 2016 Introduction</i>	02/12/19	8:00 AM - 3:30PM	1 Day
	03/26/19	8:00 AM - 3:30PM	1 Day
	04/05/19	8:00 AM - 3:30PM	1 Day
<i>Access 2016 Intermediate</i>	02/13/19	8:00 AM - 3:30PM	1 Day
	03/27/19	8:00 AM - 3:30PM	1 Day
	04/10/19	8:00 AM - 3:30PM	1 Day
<i>Access 2016 Advanced</i>	02/14/19	8:00 AM - 3:30PM	1 Day
	03/28/19	8:00 AM - 3:30PM	1 Day
	04/18/19	8:00 AM - 3:30PM	1 Day
<i>Crystal Reports 11.0 Introduction</i>	02/21/19	8:00 AM - 3:30PM	1 Day
	03/07/19	8:00 AM - 3:30PM	1 Day
	04/11/19	8:00 AM - 3:30PM	1 Day
<i>Crystal Reports 11.0 Advanced</i>	02/18/19	8:00 AM - 3:30PM	1 Day
	02/27/19	8:00 AM - 3:30PM	1 Day
	03/20/19	8:00 AM - 3:30PM	1 Day
	04/17/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2013 Introduction</i>	02/05/19	8:00 AM - 3:30PM	1 Day
	03/01/19	8:00 AM - 3:30PM	1 Day
	04/10/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2013 Intermediate</i>	03/07/19	8:00 AM - 3:30PM	1 Day
	04/11/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2013 Advanced</i>	02/07/19	8:00 AM - 3:30PM	1 Day
	03/14/19	8:00 AM - 3:30PM	1 Day
	04/12/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2016 Introduction</i>	02/04/19	8:00 AM - 3:30PM	1 Day
	03/05/19	8:00 AM - 3:30PM	1 Day
	04/02/19	8:00 AM - 3:30PM	1 Day

	DATE(S)	TIME	LENGTH
<i>Excel 2016 Intermediate</i>	02/13/19	8:00 AM - 3:30PM	1 Day
	03/20/19	8:00 AM - 3:30PM	1 Day
	04/09/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2016 Advanced</i>	02/21/19	8:00 AM - 3:30PM	1 Day
	03/26/19	8:00 AM - 3:30PM	1 Day
	04/24/19	8:00 AM - 3:30PM	1 Day
<i>Excel 2013 Automated with Macros</i>	02/18/19	12:15 PM - 3:30PM	1/2 day
	03/18/19	12:15 PM - 3:30PM	1/2 day
	04/26/19	12:15 PM - 3:30PM	1/2 day
<i>Excel 2016 Macros Functionality</i>	02/28/19	12:15 PM - 3:30PM	1/2 day
	03/22/19	12:15 PM - 3:30PM	1/2 day
	04/22/19	12:15 PM - 3:30PM	1/2 day
<i>Excel 2013 Pivot Tables Made Easy</i>	02/18/19	8:00 AM - 11:15AM	1/2 day
	03/18/19	8:00 AM - 11:15AM	1/2 day
	04/26/19	8:00 AM - 11:15AM	1/2 day
<i>Excel 2016 Data Analysis with Pivot Tables</i>	02/28/19	8:00 AM - 11:15AM	1/2 day
	03/22/19	8:00 AM - 11:15AM	1/2 day
	04/22/19	8:00 AM - 11:15AM	1/2 day
<i>Outlook 2013 Introduction</i>	02/11/19	8:00 AM - 3:30PM	1 Day
	03/04/19	8:00 AM - 3:30PM	1 Day
	04/29/19	8:00 AM - 3:30PM	1 Day
<i>Outlook 2013 Advanced</i>	02/13/19	8:00 AM - 3:30PM	1 Day
	03/15/19	8:00 AM - 3:30PM	1 Day
	04/30/19	8:00 AM - 3:30PM	1 Day
<i>Outlook 2016 Introduction</i>	02/18/19	8:00 AM - 3:30PM	1 Day
	03/08/19	8:00 AM - 3:30PM	1 Day
	04/15/19	8:00 AM - 3:30PM	1 Day
<i>Outlook 2016 Advanced</i>	02/19/19	8:00 AM - 3:30PM	1 Day
	03/18/19	8:00 AM - 3:30PM	1 Day
	04/19/19	8:00 AM - 3:30PM	1 Day
<i>PowerPoint 2013 Introduction</i>	02/22/19	8:00 AM - 3:30PM	1 Day
	03/20/19	8:00 AM - 3:30PM	1 Day
	04/08/19	8:00 AM - 3:30PM	1 Day
<i>PowerPoint 2013 Advanced</i>	02/28/19	8:00 AM - 3:30PM	1 Day
	03/29/19	8:00 AM - 3:30PM	1 Day
	04/25/19	8:00 AM - 3:30PM	1 Day

	DATE(S)	TIME	LENGTH
<i>PowerPoint 2016 Introduction</i>	02/04/19	8:00 AM - 3:30PM	1 Day
	03/01/19	8:00 AM - 3:30PM	1 Day
	04/02/19	8:00 AM - 3:30PM	1 Day
<i>PowerPoint 2016 Advanced</i>	02/15/19	8:00 AM - 3:30PM	1 Day
	03/19/19	8:00 AM - 3:30PM	1 Day
	04/12/19	8:00 AM - 3:30PM	1 Day
<i>Project 2013 Introduction</i>	02/25/19	8:00 AM - 3:30PM	1 Day
	03/11/19	8:00 AM - 3:30PM	1 Day
	04/02/19	8:00 AM - 3:30PM	1 Day
<i>Project 2013 Advanced</i>	02/26/19	8:00 AM - 3:30PM	1 Day
	03/19/19	8:00 AM - 3:30PM	1 Day
	04/03/19	8:00 AM - 3:30PM	1 Day
<i>Project 2016 Introduction</i>	02/07/19	8:00 AM - 3:30PM	1 Day
	03/06/19	8:00 AM - 3:30PM	1 Day
	04/09/19	8:00 AM - 3:30PM	1 Day
<i>Project 2016 Advanced</i>	02/12/19	8:00 AM - 3:30PM	1 Day
	03/13/19	8:00 AM - 3:30PM	1 Day
	04/18/19	8:00 AM - 3:30PM	1 Day
<i>Visio 2013 Introduction</i>	02/18/19	8:00 AM - 3:30PM	1 Day
	03/08/19	8:00 AM - 3:30PM	1 Day
	04/19/19	8:00 AM - 3:30PM	1 Day
<i>Visio 2013 Advanced</i>	02/19/19	8:00 AM - 3:30PM	1 Day
	03/12/19	8:00 AM - 3:30PM	1 Day
	04/29/19	8:00 AM - 3:30PM	1 Day
<i>Visio 2016 Introduction</i>	02/25/19	8:00 AM - 3:30PM	1 Day
	03/25/19	8:00 AM - 3:30PM	1 Day
	04/15/19	8:00 AM - 3:30PM	1 Day
<i>Visio 2016 Advanced</i>	02/27/19	8:00 AM - 3:30PM	1 Day
	03/27/19	8:00 AM - 3:30PM	1 Day
	04/30/19	8:00 AM - 3:30PM	1 Day
<i>Windows 10 Introduction</i>	02/08/19	8:00 AM - 3:30PM	1 Day
	04/22/19	8:00 AM - 3:30PM	1 Day
<i>Word 2013 Introduction</i>	02/25/19	8:00 AM - 3:30PM	1 Day
	03/15/19	8:00 AM - 3:30PM	1 Day
	04/01/19	8:00 AM - 3:30PM	1 Day

	DATE(S)	TIME	LENGTH
IT TRAINING (cont'd)			
<i>Word 2013 Intermediate</i>	02/27/19	8:00 AM - 3:30PM	1 Day
	03/21/19	8:00 AM - 3:30PM	1 Day
	04/05/19	8:00 AM - 3:30PM	1 Day
<i>Word 2013 Advanced</i>	02/28/19	8:00 AM - 3:30PM	1 Day
	03/28/19	8:00 AM - 3:30PM	1 Day
	04/11/19	8:00 AM - 3:30PM	1 Day
<i>Word 2016 Introduction</i>	02/20/19	8:00 AM - 3:30PM	1 Day
	03/05/19	8:00 AM - 3:30PM	1 Day
	04/15/19	8:00 AM - 3:30PM	1 Day
<i>Word 2016 Intermediate</i>	02/21/19	8:00 AM - 3:30PM	1 Day
	03/06/19	8:00 AM - 3:30PM	1 Day
	04/16/19	8:00 AM - 3:30PM	1 Day
<i>Word 2016 Advanced</i>	02/22/19	8:00 AM - 3:30PM	1 Day
	03/07/19	8:00 AM - 3:30PM	1 Day
	04/17/19	8:00 AM - 3:30PM	1 Day
<i>Access Programming 2016 Introduction</i>	02/20/19	8:00 AM - 3:30PM	1 Day
	03/05/19	8:00 AM - 3:30PM	1 Day
	04/04/19	8:00 AM - 3:30PM	1 Day
<i>Access Programming 2016 Advanced</i>	02/26/19	8:00 AM - 3:30PM	1 Day
	03/14/19	8:00 AM - 3:30PM	1 Day
	04/09/19	8:00 AM - 3:30PM	1 Day
<i>Excel VB Programming 2016 Introduction</i>	02/18/19	8:00 AM - 3:30PM	1 Day
	03/06/19	8:00 AM - 3:30PM	1 Day
	04/23/19	8:00 AM - 3:30PM	1 Day
<i>Excel VB Programming 2016 Advanced</i>	02/25/19	8:00 AM - 3:30PM	1 Day
	03/21/19	8:00 AM - 3:30PM	1 Day
	04/25/19	8:00 AM - 3:30PM	1 Day

PROJECT MANAGEMENT

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