



Information Technology Training "At-a-glance"

Course schedule through December 2018



JHU Information Technology Training Program

Course schedule through 12/31/2018

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Class Date	End Date	Location Venue	Start Time	End Time
08/06/2018	08/10/2018	System Source - Columbia - 10480 Little Patuxent Park	8:30 AM	4:30 PM

Access 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
07/11/2018	07/11/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
07/24/2018	07/24/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
08/16/2018	08/16/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
09/12/2018	09/12/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/03/2018	10/03/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/14/2018	11/14/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Access 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
06/19/2018	06/19/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
08/31/2018	08/31/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
09/25/2018	09/25/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/08/2018	11/08/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Access 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
09/21/2018	09/21/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
10/25/2018	10/25/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/06/2018	12/06/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/20/2018	12/20/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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Content Authoring in SiteExecutive

Class Date	End Date	Location Venue	Start Time	End Time
07/19/2018	07/19/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
08/16/2018	08/16/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
09/12/2018	09/12/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
10/17/2018	10/17/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/14/2018	11/14/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
12/12/2018	12/12/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Excel 2016: Dashboards

Class Date	End Date	Location Venue	Start Time	End Time
07/31/2018	07/31/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
09/28/2018	09/28/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/19/2018	10/19/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/15/2018	11/15/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/14/2018	12/14/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Excel 2016: Data Analysis with Pivot Tables

Class Date	End Date	Location Venue	Start Time	End Time
08/02/2018	08/02/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/17/2018	10/17/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2016: Data Analysis with Power Pivot

Class Date	End Date	Location Venue	Start Time	End Time
08/30/2018	08/30/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
09/19/2018	09/19/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/16/2018	11/16/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2016: Functions and Formulas

Class Date	End Date	Location Venue	Start Time	End Time
07/20/2018	07/20/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
08/01/2018	08/01/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
08/22/2018	08/22/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/13/2018	11/13/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
12/07/2018	12/07/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

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Excel 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
07/18/2018	07/18/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
07/26/2018	07/26/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
08/09/2018	08/09/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
09/07/2018	09/07/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/10/2018	10/10/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/23/2018	10/23/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/04/2018	12/04/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Excel 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
09/21/2018	09/21/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/07/2018	11/07/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/28/2018	11/28/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Excel 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
12/13/2018	12/13/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/19/2018	12/19/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Fundamentals of Graphic Design for Non-Designers

Class Date	End Date	Location Venue	Start Time	End Time
07/17/2018	07/18/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
09/27/2018	09/28/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/07/2018	11/08/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

InDesign CC Advanced

Class Date	End Date	Location Venue	Start Time	End Time
10/02/2018	10/03/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

InDesign CC Introduction - 2day

Class Date	End Date	Location Venue	Start Time	End Time
09/11/2018	09/12/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Microsoft Office 365: Web Apps (with Skype for Business)

Class Date	End Date	Location Venue	Start Time	End Time
09/20/2018	09/20/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/13/2018	11/13/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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Microsoft Office Project Management (3 day)

Class Date	End Date	Location Venue	Start Time	End Time
09/05/2018	09/07/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/13/2018	11/15/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

MS10994 Data Analysis with Fundamentals using Excel

Class Date	End Date	Location Venue	Start Time	End Time
08/14/2018	08/15/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/02/2018	10/03/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

MS20779 Analyzing Data with Excel

Class Date	End Date	Location Venue	Start Time	End Time
09/26/2018	09/27/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/06/2018	11/07/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Outlook 2016: Fundamentals

Class Date	End Date	Location Venue	Start Time	End Time
09/19/2018	09/19/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/02/2018	11/02/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Photoshop CC Advanced

Class Date	End Date	Location Venue	Start Time	End Time
10/18/2018	10/19/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
12/04/2018	12/05/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Photoshop CC Introduction - 2day

Class Date	End Date	Location Venue	Start Time	End Time
07/26/2018	07/27/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
09/13/2018	09/14/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/01/2018	11/02/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

PowerPoint 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
09/18/2018	09/18/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/09/2018	11/09/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

PowerPoint 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
10/17/2018	10/17/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/19/2018	12/19/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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Word 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
07/25/2018	07/25/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
08/15/2018	08/15/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
10/04/2018	10/04/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/31/2018	10/31/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/18/2018	12/18/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Word 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
08/17/2018	08/17/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/01/2018	11/01/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/14/2018	11/14/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Word 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
11/15/2018	11/15/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/05/2018	12/05/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

WordPress Introduction (2 day)

Class Date	End Date	Location Venue	Start Time	End Time
07/19/2018	07/19/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/16/2018	10/16/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/08/2018	11/08/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

WordPress: Just enough HTML and Graphics Editing

Class Date	End Date	Location Venue	Start Time	End Time
08/28/2018	08/28/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/28/2018	11/28/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

WordPress: Level 2

Class Date	End Date	Location Venue	Start Time	End Time
09/26/2018	09/26/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
12/11/2018	12/11/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

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Registration Information:

Benefits eligible full time and part time faculty and staff on the university payroll may attend courses at no charge through Staff Development remission.

Eligible University employees may view and enroll in classes by navigating to Mylearning:

my.jh.edu>Education>Mylearning.

Contact Information:

Program Coordinator: Kenya Hearn

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***Schedule is subject to change.**