



JHU Information Technology Training Program

Course schedule through 6/30/2018

Access 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
05/01/2018	05/01/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
05/04/2018	05/04/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/01/2018	06/01/2018	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
05/30/2018	05/30/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/19/2018	06/19/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Access 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
05/25/2018	05/25/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/13/2018	06/13/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Content Authoring in SiteExecutive

Class Date	End Date	Location Venue	Start Time	End Time
05/22/2018	05/22/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/06/2018	06/06/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Excel 2016: Dashboards

Class Date	End Date	Location Venue	Start Time	End Time
05/09/2018	05/09/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/08/2018	06/08/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2016: Data Analysis with Pivot Tables

Class Date	End Date	Location Venue	Start Time	End Time
05/14/2018	05/14/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/14/2018	06/14/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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Excel 2016: Data Analysis with Power Pivot

Class Date	End Date	Location Venue	Start Time	End Time
05/22/2018	05/22/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
06/06/2018	06/06/2018	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
05/10/2018	05/10/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Excel 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
05/02/2018	05/02/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
05/24/2018	05/24/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
06/07/2018	06/07/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Excel 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
05/25/2018	05/25/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/20/2018	06/20/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Excel 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
06/15/2018	06/15/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/21/2018	06/21/2018	Eastern, B104 - 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
05/16/2018	05/16/2018	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
05/17/2018	05/18/2018	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
05/23/2018	05/23/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

PowerPoint 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
06/13/2018	06/13/2018	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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Course schedule through 6/30/2018

Word 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
05/03/2018	05/03/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Word 2016: Part 2

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

Word 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
05/23/2018	05/23/2018	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/01/2018	06/01/2018	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

WordPress: Just enough HTML and Graphics Editing

Class Date	End Date	Location Venue	Start Time	End Time
05/08/2018	05/08/2018	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
05/30/2018	05/30/2018	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

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
443-997-3721
[<khearn2@jh.edu>](mailto:khearn2@jh.edu)

This schedule represents classes held at JHU at Eastern and East Baltimore only. *Schedule is subject to change.