



JHU Information Technology Training Program

Course schedule through 12/31/2017

Adobe Acrobat Pro DC

Class Date	End Date	Location Venue	Start Time	End Time
10/09/2017	10/10/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
12/07/2017	12/08/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Access 2013: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
09/26/2017	09/26/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
10/13/2017	10/13/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/25/2017	10/25/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/03/2017	11/03/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/29/2017	11/29/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Access 2013: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
08/24/2017	08/24/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
09/22/2017	09/22/2017	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
11/17/2017	11/17/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/01/2017	12/01/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
12/19/2017	12/19/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Access 2013: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
12/08/2017	12/08/2017	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
09/07/2017	09/07/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
10/11/2017	10/11/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/01/2017	11/01/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
12/07/2017	12/07/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

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DS: DISC - Learning About Yourself and Others

Class Date	End Date	Location Venue	Start Time	End Time
09/25/2017	09/25/2017	Johns Hopkins Outpatient Center (JHOC), Room 5152	9:00 AM	1:00 PM

Excel 2013: Dashboards

Class Date	End Date	Location Venue	Start Time	End Time
08/28/2017	08/28/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
09/25/2017	09/25/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
10/27/2017	10/27/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/07/2017	11/07/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/16/2017	11/16/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/07/2017	12/07/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2013: Data Analysis with PivotTables

Class Date	End Date	Location Venue	Start Time	End Time
09/29/2017	09/29/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/13/2017	10/13/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/31/2017	10/31/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/09/2017	11/09/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/01/2017	12/01/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2013: Data Analysis with PowerPivot

Class Date	End Date	Location Venue	Start Time	End Time
08/30/2017	08/30/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
09/11/2017	09/11/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
10/17/2017	10/17/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/02/2017	11/02/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/29/2017	11/29/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/15/2017	12/15/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Excel 2013: Functions and Formulas

Class Date	End Date	Location Venue	Start Time	End Time
09/08/2017	09/08/2017	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
10/10/2017	10/10/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/26/2017	10/26/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/21/2017	11/21/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/13/2017	12/13/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

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Excel 2013: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
09/07/2017	09/07/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/12/2017	10/12/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
10/20/2017	10/20/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
10/31/2017	10/31/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/01/2017	11/01/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/14/2017	11/14/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/12/2017	12/12/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Excel 2013: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
09/27/2017	09/27/2017	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
11/15/2017	11/15/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
12/20/2017	12/20/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Excel 2013: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
09/28/2017	09/28/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/30/2017	11/30/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
12/06/2017	12/06/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Fundamentals of Graphic Design for Non-Designers

Class Date	End Date	Location Venue	Start Time	End Time
11/06/2017	11/06/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Illustrator CC Advanced (2015)

Class Date	End Date	Location Venue	Start Time	End Time
11/07/2017	11/07/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Illustrator CC Introduction (2015)

Class Date	End Date	Location Venue	Start Time	End Time
10/23/2017	10/23/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

InDesign CC Advanced (2015)

Class Date	End Date	Location Venue	Start Time	End Time
10/11/2017	10/11/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
12/05/2017	12/05/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

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InDesign CC Introduction (2015) - 2day

Class Date	End Date	Location Venue	Start Time	End Time
11/08/2017	11/09/2017	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
10/17/2017	10/17/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Microsoft Office Project Management (3 day)

Class Date	End Date	Location Venue	Start Time	End Time
10/31/2017	11/02/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Outlook 2013

Class Date	End Date	Location Venue	Start Time	End Time
11/14/2017	11/14/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Outlook 2013: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
11/09/2017	11/09/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Outlook 2013: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
12/14/2017	12/14/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

Photoshop CC Advanced (2015)

Class Date	End Date	Location Venue	Start Time	End Time
12/04/2017	12/04/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

Photoshop CC Introduction (2015) - 2day

Class Date	End Date	Location Venue	Start Time	End Time
10/24/2017	10/25/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

PowerPoint 2013: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
09/06/2017	09/06/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/16/2017	11/16/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

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PowerPoint 2013: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
09/29/2017	09/29/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/08/2017	11/08/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/13/2017	12/13/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Word 2013: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
10/19/2017	10/19/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
11/01/2017	11/01/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

Word 2013: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
09/27/2017	09/27/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
11/28/2017	11/28/2017	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
11/30/2017	11/30/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Word 2013: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
10/26/2017	10/26/2017	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
12/14/2017	12/14/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

Word and Excel 2013: Streamlining Documents for Improved Productivity

Class Date	End Date	Location Venue	Start Time	End Time
11/08/2017	11/08/2017	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
09/08/2017	09/08/2017	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
12/14/2017	12/14/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

WordPress: Level 1

Class Date	End Date	Location Venue	Start Time	End Time
10/13/2017	10/13/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
11/27/2017	11/27/2017	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
10/03/2017	10/03/2017	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
10/27/2017	10/27/2017	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

443-997-3721

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