



# JHU Technology Training Program

Course schedule through 06/30/2020

## Access 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
01/17/2020	01/17/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
02/19/2020	02/19/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
03/20/2020	03/20/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
05/05/2020	05/05/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
06/01/2020	06/01/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Access 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
03/04/2020	03/04/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
05/19/2020	05/19/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM

## Access 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
03/18/2020	03/18/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/09/2020	06/09/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Access for Office 365 Desktop Part 1

Class Date	End Date	Location Venue	Start Time	End Time
01/29/2020	01/29/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
04/02/2020	04/02/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/13/2020	05/13/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Access for Office 365 Desktop Part 2

Class Date	End Date	Location Venue	Start Time	End Time
02/21/2020	02/21/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
03/26/2020	03/26/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/28/2020	05/28/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Access for Office 365 Desktop Part 3

Class Date	End Date	Location Venue	Start Time	End Time
02/28/2020	02/28/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
04/23/2020	04/23/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

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## Adobe Illustrator CC: Complete

Class Date	End Date	Location Venue	Start Time	End Time
02/25/2020	02/26/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/10/2020	06/11/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## Content Authoring in SiteExecutive

Class Date	End Date	Location Venue	Start Time	End Time
03/25/2020	03/25/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/17/2020	06/17/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

## DS: Photoshop CC Introduction - 2 day

Class Date	End Date	Location Venue	Start Time	End Time
01/30/2020	01/30/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## Excel 2016 Dashboard Building Level 1: SMART DATA Analysis Strategies using Excel Pivot Tables, Charts & Slicers

Class Date	End Date	Location Venue	Start Time	End Time
02/18/2020	02/18/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
05/06/2020	05/06/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/10/2020	06/10/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

## Excel 2016 Dashboard Building Level 2: SMART DATA Analysis Strategies using Excel Power Query & Power Pivot

Class Date	End Date	Location Venue	Start Time	End Time
03/31/2020	03/31/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/23/2020	06/23/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/23/2020	06/23/2020	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
02/12/2020	02/12/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/08/2020	04/08/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/12/2020	06/12/2020	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
01/24/2020	01/24/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
03/30/2020	03/30/2020	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
02/07/2020	02/07/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/17/2020	04/17/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
05/28/2020	05/28/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

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## Excel 2016: Functions and Formulas

Class Date	End Date	Location Venue	Start Time	End Time
01/16/2020	01/16/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
02/11/2020	02/11/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
03/11/2020	03/11/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/30/2020	04/30/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
05/26/2020	05/26/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
06/19/2020	06/19/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Excel 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
01/10/2020	01/10/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM
02/05/2020	02/05/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
03/16/2020	03/16/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/22/2020	04/22/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
05/14/2020	05/14/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM

## Excel 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
01/31/2020	01/31/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/01/2020	04/01/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/04/2020	06/04/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Excel 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
06/16/2020	06/16/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Excel for Office 365 Desktop Part 1

Class Date	End Date	Location Venue	Start Time	End Time
01/21/2020	01/21/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
02/20/2020	02/20/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
03/10/2020	03/10/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
04/03/2020	04/03/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/01/2020	05/01/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
06/02/2020	06/02/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Excel for Office 365 Desktop Part 2

Class Date	End Date	Location Venue	Start Time	End Time
02/27/2020	02/27/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
04/29/2020	04/29/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/21/2020	05/21/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

# JHU Technology Training Program

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## Excel for Office 365 Desktop Part 3

Class Date	End Date	Location Venue	Start Time	End Time
03/25/2020	03/25/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/27/2020	05/27/2020	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
01/27/2020	01/28/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
03/18/2020	03/19/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/02/2020	06/03/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## InDesign CC Advanced - 2 day

Class Date	End Date	Location Venue	Start Time	End Time
04/16/2020	04/16/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## InDesign CC Introduction - 2 day

Class Date	End Date	Location Venue	Start Time	End Time
02/11/2020	02/12/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
03/26/2020	03/27/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## Microsoft Office 365 Online (with Teams for the Desktop)

Class Date	End Date	Location Venue	Start Time	End Time
02/19/2020	02/19/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
04/15/2020	04/15/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM
06/11/2020	06/11/2020	Eastern, B104 - 1101 E. 33rd St.	9:00 AM	4:00 PM

## Microsoft Project 2016 – Project Management (3 day)

Class Date	End Date	Location Venue	Start Time	End Time
02/04/2020	02/06/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
04/20/2020	04/22/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## Outlook 2016: Fundamentals

Class Date	End Date	Location Venue	Start Time	End Time
02/14/2020	02/14/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/23/2020	04/23/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/06/2020	05/06/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/18/2020	06/18/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Photoshop CC Advanced - 2 day

Class Date	End Date	Location Venue	Start Time	End Time
04/28/2020	04/28/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

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## Photoshop CC Introduction - 2 day

Class Date	End Date	Location Venue	Start Time	End Time
02/20/2020	02/21/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
04/08/2020	04/09/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/17/2020	06/18/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM

## PowerPoint 2016 Complete

Class Date	End Date	Location Venue	Start Time	End Time
04/29/2020	04/29/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
06/05/2020	06/05/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## PowerPoint for Office 365 Desktop Part 1

Class Date	End Date	Location Venue	Start Time	End Time
03/12/2020	03/12/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/07/2020	05/07/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## PowerPoint for Office 365 Desktop Part 2

Class Date	End Date	Location Venue	Start Time	End Time
06/09/2020	06/09/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Word 2016: Part 1

Class Date	End Date	Location Venue	Start Time	End Time
02/03/2020	02/03/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM
04/10/2020	04/10/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Word 2016: Part 2

Class Date	End Date	Location Venue	Start Time	End Time
05/13/2020	05/13/2020	2024 E Monument St, Room 2-1007	9:00 AM	4:00 PM

## Word 2016: Part 3

Class Date	End Date	Location Venue	Start Time	End Time
06/11/2020	06/11/2020	2024 E Monument St, Suite 1-1200 Lab 2	9:00 AM	4:00 PM

## Word for Office 365 Desktop Part 1

Class Date	End Date	Location Venue	Start Time	End Time
03/19/2020	03/19/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM
05/05/2020	05/05/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

## Word for Office 365 Desktop Part 2

Class Date	End Date	Location Venue	Start Time	End Time
06/04/2020	06/04/2020	Eastern, B105 - 1101 E 33rd St.	9:00 AM	4:00 PM

# JHU Technology Training Program

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## WordPress: Just enough HTML and Graphics Editing

Class Date	End Date	Location Venue	Start Time	End Time
02/18/2020	02/18/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
05/01/2020	05/01/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
05/01/2020	05/01/2020	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
02/07/2020	02/07/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
04/01/2020	04/01/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/05/2020	06/05/2020	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
03/12/2020	03/12/2020	2024 E Monument St, Suite 1-1200 Lab 1	9:00 AM	4:00 PM
06/05/2020	06/05/2020	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](https://my.jh.edu)>Education>Mylearning.

### **Contact Information:**

Program Coordinator: Kenya Hearn

443-997-3721

[<khearn2@jh.edu>](mailto:khearn2@jh.edu)

\*Schedule is subject to change.