

**Computer Classes**

**October**

Excel 2013 Basic	10/05
Windows 7 <sup>H</sup>	10/05
Access 2013 Basic	10/10
Word 2013 Basic	10/11
PeopleSoft 9.2 ELM <sup>H</sup>	10/11
OneNote 2013 Basic <sup>H</sup>	10/12
PS Query <sup>H</sup>	10/12
Excel 2013 Basic <sup>H</sup>	10/17
PeopleSoft 9.2 FMLA <sup>H</sup>	10/20
Visio 2013 Basic	10/24
PowerPoint 2013 Basic	10/25
Excel 2013 Basic	10/26
Adobe Acrobat Pro XI	10/31
Access 2013 Basic	10/31

**November**

Word 2013 Intermediate	11/02
Excel Macros <sup>H</sup>	11/02
Excel 2013 Intermediate	11/07
Access 2013 Intermediate	11/07
Windows 7 <sup>H</sup>	11/09
PeopleSoft 9.2 Requester\Marketplace <sup>H</sup>	11/09
PS Query <sup>H</sup>	11/14
PeopleSoft 9.2 ELM <sup>H</sup>	11/15
Excel 2013 Intermediate	11/16
Excel Macros <sup>H</sup>	11/21
Excel Pivot Table 2013 <sup>H</sup>	11/28
Access 2013 Intermediate	11/28
Project 2013 Basic	11/29

**December**

Word 2013 Advanced	12/05
Access 2013 Advanced	12/05
Excel PowerPivot 2013 <sup>H</sup>	12/06
Access 2013 VBA	12/12
Excel 2013 Advanced	12/13
PS Query <sup>H</sup>	12/14
Excel Macros <sup>H</sup>	12/19
PowerPoint 2013 Advanced	12/20
Excel VBA	12/21
PeopleSoft 9.2 ELM <sup>H</sup>	12/21

**HUMAN RESOURCES**

**TRAINING**  
and Professional Development



**Workshops (10am-12pm)**

Advanced forms in Access	10/19
Working with arrays in Excel	10/26
SQL and VBA	11/30

**PeopleSoft 9.2 Tutorials**

Go to [www.mymta.info/](http://www.mymta.info/) and select Instructional Tools (UPK)

**Advanced Placement Testing**

[Self Assessment-Aid](#)



**Notes:**

- 1) Classes are held at Livingston Plaza, from 8:30 am until 4:30 p.m. unless otherwise noted.
- 2) Courses marked with an (H) are 8:30am - 12:pm.
- 3) Courses marked with an asterisk (\*) indicate sessions that begin at 1:00 p.m.
- 4) Courses marked with two (\*\*) asterisks indicate sessions that are department specific and require end users to have the software available at their work site before attending the course.
- 5) Employees must complete the Self-assessment Aid to register for advanced computer courses.
- 6) In compliance with the Americans with Disabilities Act (ADA), if you require accommodations please inform your training liaison.

To register for Computer Training, Midday, Workshop and Virtual Classroom sessions contact your training liaison.

Training Today's Workforce for Tomorrow's Challenges!



DIVISION OF HUMAN RESOURCES  
Training and Professional Development