

Computer Classes
April

Word 2013 Basic	04/03
Excel 2013 Basic	04/04
Outlook 2016 New (H)	04/05
Windows 10 New (H)	04/10
Skype for Business New (W)	04/11
Excel 2013 Basic	04/12
PeopleSoft ELM (H)	04/12
PeopleSoft Query (H)	04/17
Excel 2013 Basic	04/18
Outlook 365 (H)	04/18
OneNote (H)	04/19
Access 2013 Basic	04/19
Access Work Forms (W)	04/24
Excel 2013 Basic	04/25
Skype for Business New (W)	04/26
PowerPoint 2013 Basic	04/26
Access 2013 Basic	04/26

May

Access 2013 Intermediate	05/01
Excel 2013 Intermediate	05/02
PeopleSoft Requestor/Marketplace (H)	05/02
PeopleSoft Query (H)	05/03
Excel 2013 Intermediate	05/08
Word 2013 Intermediate	05/09
Skype for Business New (W)	05/10
SQL/VBA (W)	05/10
Project 2013	05/11
Access 2013 Intermediate	05/15
Excel 2013 Intermediate	05/16
Office 2016 New Features (H) New	05/17
Excel Macros (H)	05/17
PeopleSoft ELM (H)	05/17
Outlook 2016 (H) New	05/18
Visio 2013	05/22
Skype for Business New (W)	05/23
Excel 2013 Intermediate	05/23
PowerPoint 2013 Advanced	05/24
PeopleSoft Query (H)	05/24
Excel Pivot Tables (H)	05/30
Excel 2013 Intermediate	05/30

June

Excel 2013 Advanced	06/01
Access 2013 Advanced	06/01
Office 2016 New Features (H) New	06/05
Excel Power Pivot (H)	06/06
Skype for Business New	06/07
Outlook 365 (H)	06/08
PeopleSoft ELM (H)	06/14
Skype for Business New	06/20
Access VBA	06/22
Excel VBA (H)	06/26
Office 2016 New Features (H) New	06/27
Adobe DC (Document Cloud) New	06/28
PeopleSoft Query (H)	06/28

HUMAN RESOURCES

TRAINING

and Professional Development

Windows 10 Migration Resources

Web Based Training

PeopleSoft 9.2 Tutorials

Go to www.mymta.info/ and select Instructional Tools (UPK)

Advanced Placement Testing

Self Assessment-Aid

Workshops 10:00 to 12:00 (W)

SQL/VBA
Access Work Forms
Skype for Business

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