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November Training Schedule

Several technology training sessions are available during the month of November.

To sign up for one of these training sessions, please visit Talent Management.

If you are unable to attend a class you have registered for, please make sure to cancel in Talent Management. This will allow those on the waiting list the opportunity to register for the class.

One-on-one assistance and department training is available upon request. For questions, or to schedule a training, contact our Training Staff at ITTraining@shsu.edu.

Date	Time	Title
November 1	9:00 – 11:00 am	Excel 2016 – Introduction
November 2	2:00 – 4:00 pm	Photoshop CC 2015 - Intermediate
November 3	9:00 – 10:30 am	WebCMS
November 13	2:00 – 3:00 pm	How to Maintain a Professional Image
November 14	9:00 – 11:00 am	Word 2016 – Introduction
November 14	2:00 – 3:00 pm	Office 365 – Introduction
November 15	2:00 – 4:00 pm	Outlook 2016 – Introduction
November 16	9:00 – 10:30 am	WebCMS
November 16	2:00 – 3:00 pm	Skype for Business 2016 – Introduction
November 28	2:00 – 3:00 pm	Prezi & Sway - Introduction
November 29	9:00 – 11:00 am	Excel 2016 – PivotTables & PivotCharts

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If you are unable to attend a class you have registered for, please make sure to cancel in Talent Management. This will allow those on the waiting list the opportunity to register for the class.

Cancellation Policy: Classes require a minimum of five (5) attendees. Classes that do not meet this requirement will be canceled at least 24 hours before the start of the class. Should a class be canceled, the enrolled attendees will be notified by e-mail and by phone.

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