



Pre-Term 2021 Professional Skills Courses

Intermediate Excel Skills for Business & Economics

Instructor: Andrew Griffith

Modality: Virtual Only

Class Schedule:

- Friday, August 20th 8:30am-11:30am & Tuesday, August 24th 8:30am-11:30am (6 hours total)

Description: This course is designed for students with a basic familiarity of Excel, including how to navigate the software (save, change text formatting, copy/paste, etc.) and how to enter formulas. Students should also have a knowledge of basic formulas (addition, subtraction, average, etc.). The course will help students prepare for academic and professional uses of Excel. The most common mathematical, economic, financial, and data analysis functions will be taught along with best practices for spreadsheet organization and data presentation.

Note: This course is designed for Windows. Mac users will find it much harder to keep up with the class. Examples are in Excel 2013 format. If you have a Mac, you may want to consider meeting with the SAIS's IT department before the first class to access Excel on JHU's Cloud. If you have not used Excel in the past, you should take a Beginning MS Excel before you take this course.

Important: Students must have a laptop with Excel 2007-2015 pre-installed.

Instructor Bio:

Andrew Griffith currently works as an energy consultant at ICF. He uses Excel on a daily basis to analyze and present data for his clients. He also has built numerous excel models in both professional and academic contexts (including for Professor White's modeling course at SAIS). He graduated with a BA in International Studies and Psychology from Johns Hopkins in 2012 and he graduated with an MA from SAIS in 2016.

Principles and Practices of International Negotiation

Instructor: Sinisa Vukovic

Modality: On-Site & Virtual (Students who are unable to come to campus in August can opt to take the course virtually over Zoom.)

Class Schedule:

- On-Site: Monday, August 23 1:30pm-4:30pm and Tuesday, August 24 1:30pm-4:30pm (6 hours total)
- Virtual: Friday, August 20 9:30am-12:30pm and Monday, August 23 9:30am-12:30pm (6 hours total)

Description: This course analyzes bargaining and negotiation processes in international relations and their contribution to the management of international conflict. It focuses on how the process of conducting diplomatic negotiations and other informal processes aimed at managing inter-state and intra-state conflicts have an impact on the outcomes of those negotiations. Conflicts of interest and identity, as well as misperceptions and misunderstandings, are ubiquitous features of international relations. While these conflicts may be resolved in many different ways, this course deals explicitly with "the art and science" of negotiations as a means to resolve those conflicts, preferably before they escalate to violence.

The course involves three different kinds of material, which will be integrated with one another. First, the course examines theories of bargaining and negotiation drawn from a wide variety of academic disciplines. Then it seeks to evaluate how well those theories may be applied in order to help explain concrete cases of international conflict management from recent history.

Instructor Bio: Dr. Siniša Vuković is Senior Lecturer of Conflict Management and Global Policy, and Associate Director of the Conflict Management Program at Johns Hopkins SAIS. He is also a visiting professor at the Institute of Security and Global Affairs, Leiden University, and at the Amsterdam University College, University of Amsterdam. He received his PhD in International Relations and Conflict Resolution at Leiden University, an MA in International Relations and Diplomacy from Leiden University and The Netherlands Institute of International Relations “Clingendael”, and a BA (laurea) in Political Science from University of Rome “La Sapienza”. He is the recipient of many research grants, including “Rubicon” from the Netherlands Organization for Scientific Research (NWO). His research focuses on various forms of international conflict resolution, negotiation and mediation.