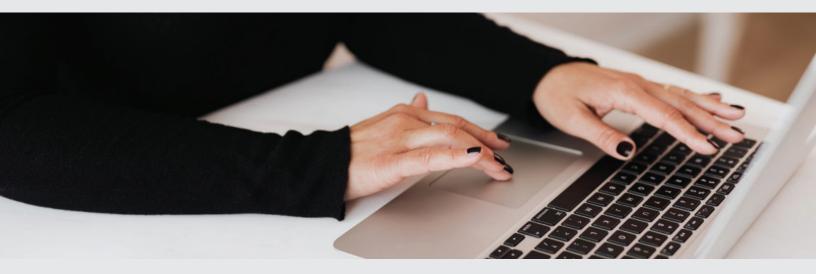
# **Technology Training Courses**

Fall 2022





# All classes meet from 9 a.m. to 4:30 p.m.

# **Python Level 1**

## Sept. 6-7

Learn how to develop simple programs in Python — a widely used, easy-to-learn, object-oriented programming language. Explore Python features that make it easy to read, run programs, and express concepts in fewer lines of code than C++ or Java.

#### **Access Level 1**

# Sept. 8

This course will teach you how to use Access to manage your data including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

# **Excel Level 1**

#### Sept. 9

Gain the skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

#### SQL Level 1

#### Sept. 13, 14 & 20

This course will introduce you to SQL (Structured Query Language), the standard language for requesting, modifying and maintaining information in a relational database. You will learn the basics of SQL, such as the syntax (or rules) of using SQL, and how to use SQL for database queries to answer business questions.

#### **Excel Level 2**

#### Oct. 3

Take your Excel skillsets to the next level and learn how to calculate data using functions and formulas, sort and filter data, and use PivotTables and PivotCharts for analyzing data.

# **Excel Charts, Graphs and Maps**

#### Oct. 13

Gain the skills necessary to visually display your data with graphs, charts, and maps you create in Excel.

#### **Excel Level 3**

#### Nov. 2

This course will introduce you to Excel advanced tools such as auditing, what-if analysis, Lookup functions, 3-D maps and forecast sheets, but you will be introduced to more aspects of this software.

## **Excel Tips and Tricks**

#### Nov. 14

Learn shortcuts, tips and techniques for increasing your productivity with Microsoft Excel.