

# Technology Training Courses

Fall 2022

All classes online  
in a virtual class-  
room with live  
instruction



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.