**DATA SKILLS/SECTION 2**

**Class Notes for Wednesday, September 16**

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**AGENDA:**

1. **Intros**
2. **What is CAR?**
3. **Getting Around Excel**
4. **Understanding Data Types**
5. **Best Practices**
6. **Organizing Information – Part I: Kevorkian**
7. **Organizing Information – Part II: Bubba Harris**

**Scheduling Note:**

**Classes will be held each Wednesday at 6 p.m., skipping October 7.**

**So:**

**Class 2 – September 23**

**Class 3 – September 30**

**October 7 – OFF**

**Class 4 – October 14**

**Class 5 – October 21**