

Course Completion Report Data Management in MS Excel

Course 4.13

NORPLAN 

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Afghanistan:Training_capacitybuilding:Course_4.12_Data_Management_Excel:4 13 Data Management in Excel - Course Completion Report.docx

1 CONTENT

- Course data
- Course objectives
- Training focus group
- Practical and theoretical work
- Course evaluation: comments from participants
- Recommendations for next or other courses

2 COURSE DATA:

Name of course:	Data Management in Microsoft Excel
Number of participants:	30 trainees from: RuWatSIP, MRRD, Faryab PRRD, MEW, MoM, AGS, Kabul universities, Bamyan University
Location for training:	RuWatSIP Conference Room, MRRD
Date of implementation	23 to 25 February 2014
Course organiser	Mr. Mohammad Atta Mutmaeen
Supporting presenter/Focal point	Zarinkhail

3 COURSE OBJECTIVES

Objectives of this course were to increase knowledge of users and promote them to advanced level on using of Microsoft Excel. Spreadsheets give open hand to users to work with data and manage data for technical purposes. MS Excel is one of good applications in market and widely used for data management. Most of technical people in fields of natural resource management including hydrogeology deal with data: they do collect data, analyze data and make decision based on data records. It was found from previous trainings of NORPLAN that most of trainees had very limited experience using spreadsheets to sort, execute and analyze data. Therefore, an advanced training was planned and added to the trainings calendar.

Some general topics in Excel were planned to be taught in this course. Functions and formulas, as very strong tools of Excel, added to the planned topics. Some built-in functions which are related to analyses and arithmetic formulas were planned to cover in this course. Practical examples of completed projects with sample and real data records included to the course materials.

4 TRAINING FOCUS GROUP

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The data management in spreadsheets training was planned to cover hydrogeologists, geologists, water and mine engineers, university students and in general NORPLAN trainings' participants who had limited knowledge of data management and databases. GIS experts were excluded from this training course. Very low percentage of theory with much higher percentage of practical lessons are planned to teach to the targeted groups. In general, this course can benefit any user of computer who deal with data and make result-based data analysis.

Spreadsheet data users participating this training are from RuWatSIP, MRRD, Faryab PRRD, MEW, MoM, AGS, and governmental universities. Out from the invited people, the focus group for this training consisted from technical experts, data management related people and university students in mentioned organizations and are: 4 people from GIS-MIS Unit of RuWatSIP/MRRD, 6 from RuWatSIP/MRRD, 2 from Faryab PRRD, 4 From MEW, 3 from MoM/AGS, and 11 people from universities.

5 PRACTICAL AND THEORETICAL WORK

This Excel data management course started with a presentation including some concepts of Excel, continued by primary functionalities of the software and followed up with examples which were already implemented in spreadsheets. The first day was more or less covered by theory and some little practices were planned for the first day.

Second and third day programs completely focused on practice and hands on trainings. To find the level of knowledge, a pre-test was taken from trainees at the beginning of the first day. According to the result of evaluation test, the program for the following 2 days adjusted. Taking tests (pre and post) were recommended during the trainings' evaluation workshop which took place on February the 18th of 2014, the week before this training.

As mentioned above, a pre-test was prepared and knowledge level of trainees measured by this test. Three types of different levels (primary, intermediate, and advanced) of questions were combined in the test. The average result for all participants, which were about 30, showed 16% correct answers. At the end of course on the third day a similar exam (post-test) with the same three types of questions prepared and training participants were evaluated. Happily, the average result for all participants showed 41% accuracy in answers. It means, during the course we had exact 25% improvement in knowledge of our students which is fair enough.

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However, we may not rely on this result; both tests were in English, some trainees may have been in a level to understand the purpose of each question and their understanding of question may raise during the second (post-test) exam.

Even the number of participants were too many (30 people), still every one of them either had his/her own PC or they provided by training laptops during the practical sessions.

6 COURSE EVALUATION: COMMENTS FROM PARTICIPANTS

The course is evaluated with 3 standard questions and 28 people out of 30 participated in this process by filling 28 sheets. Feedback was collected and organized in a spreadsheet. The course evaluation document is available on the project website with full comments.

In summary the questions for evaluation and the participants response in percentage is as follows:

Question 1: Did the training course meet your expectations? 1=Completely, 2=Partially, 3= Not at all,

Response: Completely: 39%, Partially: 54%, Not at all: 7%.

Question 2: What do you think about the overall relevance of training course? Considering the limits on your time and the topics discussed? 1= Too Long, 2= Just right, 3 = Too short

Response: Too Long: 0%, Just right: 54%, Too short: 46%.

Question 3: How relevant was the training workshop to your organization or project's need? 1= Very relevant, 2 = Somewhat relevant, 3 = Not relevant

Response: Very relevant: 71%, Somewhat relevant: 29%, Not relevant: 0%.

7 RECOMMENDATIONS IF THE COURSE WAS TO BE REPEATED

1. Pre-test and post-test of trainees were tried in this course. Course successfulness was measured by these tests and participants were also awakened to make the environment more interactive. We recommend to keep this procedure for future trainings.
2. Training participants were very interested in this course, and it is one of the relevant topics used by most of technical people. All 100% participants of this training are fully or partly agree on relevancy of the topic to their routine activities. It is recommended to repeat this course for a second group of users with the same topics and description.

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3. Course duration of 3 day is fine and more than 50% of participants are agree.

Report prepared by: Prof. Zarinkhail, GIS-MIS Adviser, Norplan, March 2014