

Course Completion Report Data Management-II (MS Access)	Course 4.12	NORPLAN 
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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:	Course 4.12: Data Management-2 MS Access 2013
Number of participants:	21 trainees from: RuWatSIP, MRRD, MEW, MoM, CACAAR and universities
Location for training:	RuWatSIP Conference Room, MRRD
Date of implementation	27 th September to 1 st October 2014
Course organiser/presenter	Eng. Attah Mohammad Mutmaeen
Supporting presenter	Prof. Zarinkhail

3 COURSE OBJECTIVES

The main objectives of this course were to introduce GIS and database users and people who deal with data management to familiarize with database concepts using MS Access DBMS, how to store data and retrieve both information and data from Access database. The course was designed to have both theory and practice starting with a general presentation on using Access database continued with practical sessions jointly worked by trainers and trainees.

MS Access is a simple and widely used database management system included in Microsoft office package. This DMBS is used by general users as well as GIS technical people. The course is added by NORPLAN to be used as a base for WebGIS users who will follow up advanced data management course later on calendar.

4 TRAINING FOCUS GROUP

The focus group of this course were GIS users, data management (entry, edit, retrieve) people who had already participated MS Excel training course. A wide number of trainees were from

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RuWatSIP/MRRD in this training which shows relevancy of databases to different fields dealing with management of data. Participants from the various ministries, universities and stakeholder organization are as follows:

- RuWatSIP/NORPLAN/MRRD: 11 persons
- MEW: 4 persons
- AGS: 2 persons
- Universities: 3 persons
- DACAAR: 1 person

5 PRACTICAL AND THEORETICAL WORK

The course was originally designed for 3 days. Due to importance of topics, it was extended for a fourth day giving more chance to practical sessions by trainees. The first and second sessions of day 1 was theory covering concepts of database and Access DBMS. The last session was type of mixed activities including theory and practice by trainees during which they opened, used and created existing and new databases. The second day followed up by more practice on using Access database tools including table structures, data types, relationships and keys. Data entry and showing simple queries to retrieve data was also part of activities on this day.

The 3rd and 4th days were dedicated to work with queries, merge data and retrieve information by making different types of queries. Some work on reports as information generated tools is done and trainees practiced as well. Forms to be used for data entry explained by trainers and sample forms designed by trainees during practical sessions. Filtering data, sorting and combining specific data types within tables as well as querying data explained and trainees experienced practically use of them. According to plan for this course, trainees became familiar with making and using Access database and making queries to retrieve data from an Access database. These people can easily continue the advanced data management course which would be further used to combine hydrogeological data in WebGIS maps.

6 COURSE EVALUATION: COMMENTS FROM PARTICIPANTS

The course was evaluated with the three standard questions as shown below. Feedback was collected and organized in an Excel spreadsheet. The course evaluation document is available on the project website with full comments.

Out of 21 participants 18 had participated in course evaluation. The evaluation questions and the participants' response in percentage are as follows:

Note that one of the 18 participants did not grade question 3, and the percentages have been adjusted accordingly:

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Question 1: Did the training course meet your expectations?

1= Completely, 2=Partially, 3= Not at all,

Response: Completely: 33%, Partially: 45%, Not at all: 22%.

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: 17%, Just right: 55%, Too short: 28%.

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

Response: Very relevant: 53%, Somewhat relevant: 41%, Not relevant:6%.

7 RECOMENDATIONS IF THE COURSE WAS TO BE REPEATED

1. Sample assignments given to trainees at the end of each day except the last day. This was a good practice to make people more involved in course topics. The first day, they were not very responsive but later on it was interesting for them. We recommend keeping this activity for future courses especially courses which have more practical sessions.
2. A pre-test prepared and trainees evaluated at the beginning of training (not too complicated questions). This helped to show the importance of having relevant participants on training sessions. It is recommended to use this method to recognize and filter trainees prior to each training.

Report prepared by: Prof. Zarinkhail, GIS/MIS Adviser, NORPLAN, October 2014.