


FORM T-1: TRAINING COURSE SUMMARY SHEET	V1	NORPLAN 
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Macintosh HD:Users:sveinstoveland:Dropbox:Hydrogeology Afghanistan:Training_capacitybuilding:Course 4.12-II
DataManagement_Access):4 12 MS Access - Summary Sheet.docx

Course title:		<i>Course no</i> 4.12	
Data Management - Ms Access		<i>Date prepared:</i> 23/09/2014	
Training purpose	To introduce hydrogeologists and GIS users in the practical use of database (Ms Access) and data management.		
Target group	Education level: (degree/ technical etc): Participants should have familiarity in using computers and operating systems at advanced level. Knowledge of MS Excel essential.	National / Provincial engineers working in the hydrogeological, data management and GIS fields.	
Course details:	Course language(s)	English and National languages	
	Duration(days): 3	No. participants/ course: 15 to 20	Theoretical /practical/training? Theoretical (30%) & practical (70%)
	Planned course location(s): Kabul	Responsible presenter: Eng. Atta Mohammad Mutmaeen	Hand-outs to be prepared by: Presenters
Summary syllabus	<p>Day 1: Introduction</p> <ul style="list-style-type: none"> - Microsoft Access and databases - Field, record, table, data types - Access tools - Practical1: use existing database, create new database <p>Day 2: Enter data</p> <ul style="list-style-type: none"> - Relational databases and keys - Entering data, export/import to and from MS Excel - Forms and reports (just explanation - no practical on this) - Practical2: table relationships, data entry, import & export data (spreadsheets) <p>Day 3 & beyond: Query data</p> <ul style="list-style-type: none"> - Calculating fields - Filter data by queries (parameter query, find duplicate records query) - Practical3: filter / sort data records, combine data - Practical4: query data ... 		
Training equipment required	<ul style="list-style-type: none"> - Personal computers: one for each participant if possible, or sharing one between two. Participants to provide their own laptops if possible. - MS Access, MS Excel 		
Training material	Presentations to be prepared by trainers. Practical courses will use Afghan data.		

Hydrogeological Survey in Faryab – Afghanistan

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Field/ practical training	Preparations needed, responsible officer(s):
Prepared by	Prepared by: Zarinkhail, GIS-MIS Adviser & Eng. Atta Mohammad Mutmaeen.