

Introduction to Managing Environmental Data with Microsoft Access

COMP - 401

The Northwest Environmental Training Center presents:

Introduction to Managing Environmental Data with Microsoft Access

Course ID: COMP-401 (Course 1 of 2 in a series)
 November 12 - 13, 2008, 8:30 A.M. to 5:00 P.M. (2 Days)
 Honolulu Community College
 847 Dillingham Blvd.
 Honolulu, HI 96817

Instructor: Tom Sarriugarte

Description: This course is designed for participants who wish to gain beginning to intermediate skills in using Microsoft Access to build relational databases for managing and mining their environmental data. This comprehensive class uses Access 2003 to cover in-depth the use of Tables, Queries, Forms, Reports, and Macros objects through extensive hands-on exercises. These Access database subjects are taught using real-world environmental examples with actual field data. This class is recommended for anyone desiring a concentrated exposure to Access training in a powerful 2 to 3 day class.

Course Topics:

Database Design Principles	Customizing Forms
Relational Database Concepts	Using Calculated Values
Importing and Exporting Data	Parameter Queries
Creating Tables	Using Action Queries
Using Datasheets	Creating and Using Forms
Data Validation	Creating and Using Reports
Defining Table Relationships	Designing Simple Macros
Performing Simple Queries	Database Security/Permissions

This course is part of a series and is immediately followed by the [Introduction to managing environmental Data with Microsoft Access workshop \(Part Two\)](#), November 14, 2008. Participants may register for either course individually or both courses. A discount applies when registering for both courses. Courses begin each day at 8:30 A.M. and end at 5:00 P.M.

After completing this course, participants will be able to:

- Understand concepts of database structure and design
- Create relationships between tables
- Import and export datasheets
- Perform simple queries on multiple tables
- Construct and customize forms for retrieving data
- Build macros for automating tasks

Prerequisites: No experience with MS Access is required; however, basic understanding of Microsoft Office software and basic computer skills are required.

Course Materials: Each participant will receive a binder containing the course proceedings (slides, exercises, and reference material)

What to Bring: Pen or pencil (and paper if you prefer not to write in your binder)

Continuing Education Units: 1.3

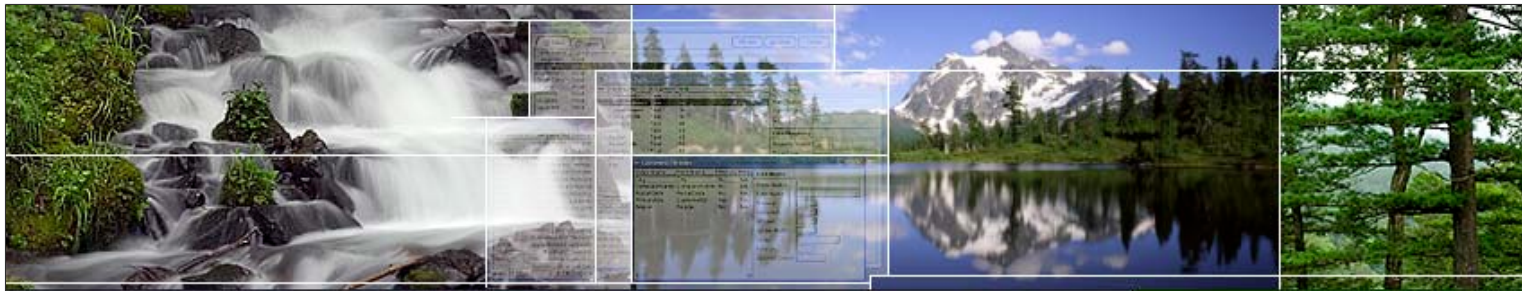
Registration: **\$495** (**\$395*** for Native American Tribes; nonprofits; government agencies; students; and [NAEP](#), [NEBC](#), [NWAEP](#) members). An additional discount applies when registering for both [COMP-401](#) and [COMP-402](#). You may register online via the link below. You may also register via phone by calling the Northwest Environmental Training Center at (206)762-1976.

Cancellation Policy: Registration fees are fully refundable up to 30 days prior to the event and 50 percent refundable (or 100% credit) thereafter up to 3 business days prior to the event. No refunds are issued for cancellations occurring less than 3 business days before the start day. Course registration fees and cancellation policy are subject to change without notice.

Disability Accommodations: To request disability accommodations, please contact us at info@nwetc.org or (206) 762-1976 at least 30 days prior to the event.

Northwest Environmental Training Center

A nonprofit 501(c)(3) program of the Northwest Environmental Education Council
650 S. Orcas Street, Suite 220, Seattle, Washington 98108
Phone: (206)762-1976, Fax: (206)762-1979
www.nwetc.org



Applied Environmental Database Design and Queries with Microsoft Access

COMP - 402

The Northwest Environmental Training Center presents:

Applied Environmental Data Management With Microsoft Access

Course ID: COMP-402 (Course 2 of 2 in a series)
 November 14, 2008, 8:30 A.M. to 5:00 P.M. (1 Day)
 Honolulu Community College
 847 Dillingham Blvd.
 Honolulu, HI 96817

Instructor: Tom Sarriugarte

Course Description: This is the second part of the Managing Environmental Data with Microsoft Access training class. In the first class, [COMP-401](#), students learn the basic elements of constructing queries, forms, macros and reports. Now they build on and deepen those skills by creating end-user application examples that bring all of those newly learned elements together. In addition, the Access analytic tools PivotCharts and PivotTables are introduced and an SQL primer is included. Comp-402 is split out into a separate class to allow students flexibility in their scheduling and may be taken at a later date although it is highly recommended that the two class series be taken together. Comp-402 is not meant to be taken as a stand-alone class without taking Comp-401.

Course Topics:

Applied Query Functions

Form Controls

Customizing Controls

Building Reports from Calculated Queries

Working with Pivot Charts and Pivot Tables

Designing Macros

Creating Switchboard Forms

This course is part of a series and is immediately preceded by the Introduction to Managing Environmental Data with Microsoft Access workshop, November 12 - 13, 2008. Attendees may register for either course individually or both courses. A discount applies when registering for both courses.

After completing this course, participants will be able to:

- Apply complex query functions to databases
- Create and design pivot charts and pivot tables
- Perform complex queries using multiple tables
- Create tools for forms and reports
- Build multi-step macros for automating tasks

Prerequisites: Completion of [COMP-401: Introduction to Managing Environmental Data with Microsoft Access](#).

Course Materials: Each attendee will receive a binder containing the course proceedings (slides, exercises, and reference material).

What to Bring: Pen or pencil (and paper if you prefer not to write in your binder)

Continuing Education Units: 0.7

Registration: \$250 (\$195* for Native American Tribes; nonprofits; government agencies; students; and [NAEP](#), [NEBC](#), [NWAEP](#) members). An additional discount applies when registering for both [COMP-401](#) and [COMP-402](#). You may register online via the link below. You may also register via phone by calling the Northwest Environmental Training Center at (206) 762-1976.

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DIRECTIONS to Honolulu Community College

(workshop location)
847 Dillingham Blvd
Honolulu, HI 96817
honolulu.hawaii.edu

Bus routes: A, B, C, 1, 2, 3, 40, 40A, 42, 43, 52 & 62

Driving from Honolulu International Airport:

From Airport, take Nimitz Highway heading East
In less than 2 miles, take the exit for Dillingham Blvd (on the left)
Merge onto Kamehameha Highway
This becomes Dillingham Blvd, and the Community College is on the left after 11/2 miles.

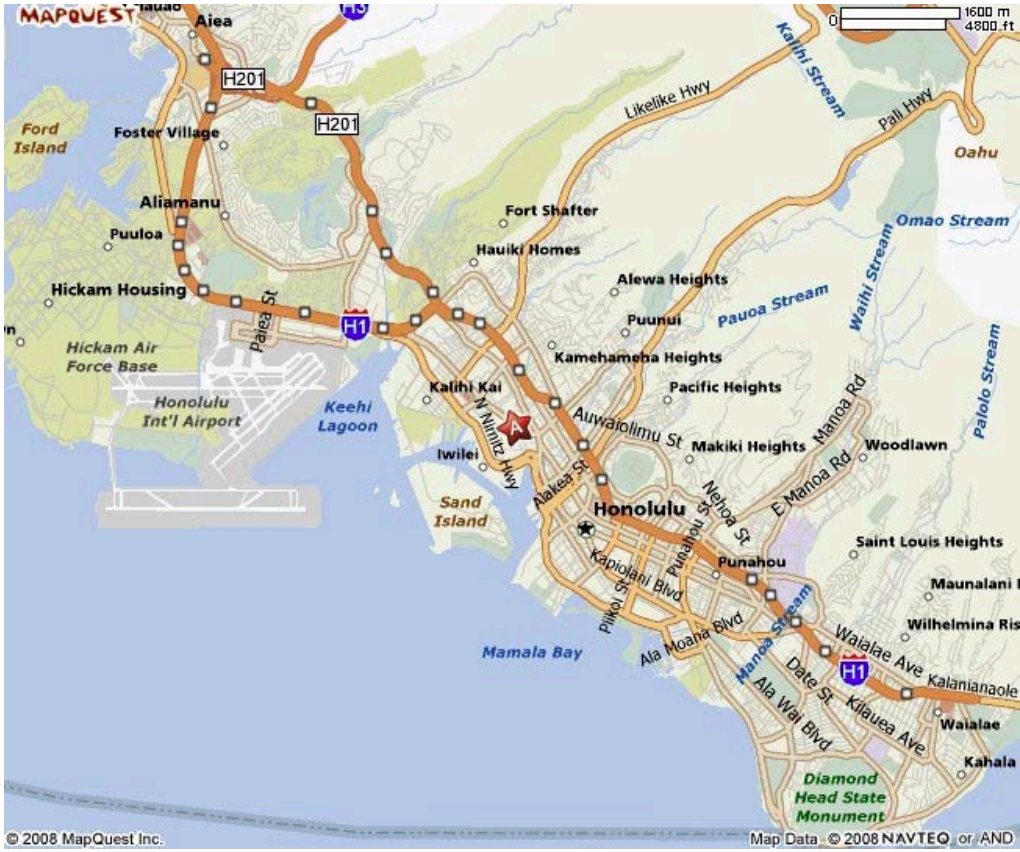
From Points East: Via H-1 westbound

Take H-1 West towards Ewa
Take exit 21A School St
Continue on N School St
Turn left on Liliha St
Continue on Dillingham Blvd

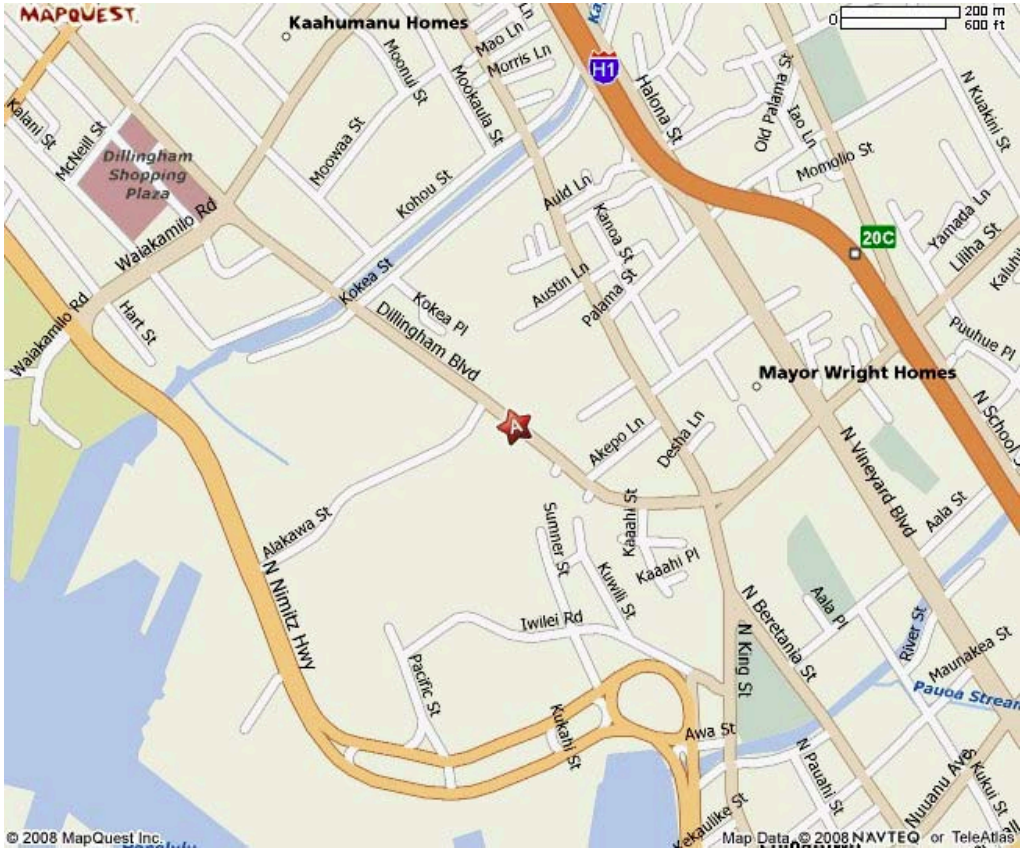
From Points West: Via H-1 eastbound

Take H1 East towards Diamond Head
Exit Middle Street/Dillingham Boulevard (Exit #18B)
Continue on HI-90 East
Visitor parking lot is located at intersection of Alakawa and Dillingham Boulevard

AREA MAP:



LOCAL MAP:





Honolulu, HI | ACCOMMODATIONS near Honolulu Community College

Honolulu Community College

(Workshop Location)

947 Dillingham Blvd

Honolulu, HI 96817

honolulu.hawaii.edu

<p>Executive Center Hotel 1088 Bishop Street Honolulu, HI 96813</p> <p>(reservations)</p>	<p>(808) 539-3000</p>	<p>The Lodge & Beach Village at Molokai 410 Atkinson Drive Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 955-4811</p>
<p>Ilikai Waikiki 1777 Ala Moana Blvd Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 949-3811</p>	<p>Holiday Inn Waikiki 1830 Ala Moana Blvd Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 955-1111</p>
<p>Hilton Hawaiian Village Beach Resort 2005 Kalia Road Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 949-4321</p>	<p>Doubletree Alana Hotel - Waikiki 1956 Ala Moana Blvd Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 941-7275</p>
<p>Royal Garden at Waikiki 440 Olohana Street Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 943-0202</p>	<p>Sheraton Waikiki 2255 Kalakaua Ave Honolulu, HI</p> <p>(reservations)</p>	<p>(808) 922-4422</p>

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