



**SECRETARIAT OF THE PACIFIC COMMUNITY**  
**Coastal Fisheries Science and Management Section**

DATABASE FUNDAMENTALS FOR COASTAL FISHERIES  
 Venue: Noumea, New Caledonia  
 Date: 5<sup>th</sup> – 14<sup>th</sup> March 2012

**Course Time table**

Day 1	MONDAY, 5 <sup>th</sup> March 2012
TIME	DESCRIPTION
9.00 – 10.00am	<ul style="list-style-type: none"> <li>Welcome &amp; Introduction of group</li> <li>Opening Remarks</li> <li>Group Photo</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>Introduction to Database Concepts</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>Introduction to MS Access</li> <li>Introduction to SQL Server Express</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>Activity - Restoring a Database using SQL Server Express</li> </ul>
Day 2	TUESDAY, 6 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Review of Day1</li> <li>Database Design</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>Introduction to Database Objects</li> <li>Introduction to Keys</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>Introduction to Relationships</li> <li>Normalization</li> <li>Group Exercise – Discuss and design tables and keys</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>Activity – Creation of tables with keys</li> </ul>
Day 3	WEDNESDAY, 7 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Review of Day2</li> <li>Data retrieval using simple queries</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>Data retrieval using Join Queries</li> <li>Using the WHERE Clause</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>Activity – Working with Queries</li> <li>Introducing Query Design Tools</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>Group Activity – Using A Tool to create queries/views</li> </ul>

Day 4	THURSDAY, 8 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Review of Day 3</li> <li>Data Retrieval using Distinct Queries</li> <li>Using Aggregate Functions</li> </ul>
10.00 – 10.30am	MORNING TEA
10.30 – 12pm	<ul style="list-style-type: none"> <li>Activity – Using Aggregate Functions</li> </ul>
12 – 1pm	LUNCH
1 – 3pm	<ul style="list-style-type: none"> <li>Using ODBC with SQL Server and Access</li> </ul>
3 – 3.15pm	AFTERNOON TEA
3.15 – 4pm	<ul style="list-style-type: none"> <li>Using Excel for Import/Export</li> <li>Exercise 3 – Using Excel for import and export of data</li> <li>Activity/Homework – Define types of aggregate data needed for management reporting</li> </ul>
Day 5	FRIDAY, 9 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Review of Day 4</li> <li>Activity – Create queries to retrieve aggregate data</li> </ul>
10.00 – 10.30am	MORNING TEA
10.30 – 12pm	<ul style="list-style-type: none"> <li>Test</li> <li>Introduction of forms and reports</li> <li>Activity – Creating forms using MS Access</li> </ul>
12 – 1pm	LUNCH
1 – 2pm 2 – 3pm	<ul style="list-style-type: none"> <li>Activity – Creating reports using MS Access</li> </ul>
3 – 3.15pm	AFTERNOON TEA
3.15 – 4pm	<ul style="list-style-type: none"> <li>Wrap up of the week and presentation of 2<sup>nd</sup> week assignment</li> </ul>
Day 6	MONDAY, 12 <sup>th</sup> March 2012
TIME	DESCRIPTION
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
10.00 – 10.30am	MORNING TEA
10.30 – 12pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
12 – 1pm	LUNCH
1 – 3pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
3 – 3.15pm	AFTERNOON TEA
3.15 – 4pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
Day 7	TUESDAY, 13 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
10.00 – 10.30am	MORNING TEA
10.30 – 12pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
12 – 1pm	LUNCH
1 – 3pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
3 – 3.15pm	AFTERNOON TEA
3.15 – 4pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
Day 8	WEDNESDAY, 14 <sup>th</sup> March 2012
8.30 – 10.00am	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
10.00 – 10.30am	MORNING TEA
10.30 – 12pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
12 – 1pm	LUNCH
1 – 3pm	<ul style="list-style-type: none"> <li>Database creation assignment</li> </ul>
3 – 3.15pm	AFTERNOON TEA
3.15 – 4pm	<ul style="list-style-type: none"> <li>Wrap up of the training</li> </ul>