



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

DATABASE FUNDAMENTALS FOR COASTAL FISHERIES  
 Venue: Noumea, New Caledonia  
 Date: 20 – 29 February 2012

**Course Time table**

Day 1	MONDAY, 20 <sup>th</sup> February 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, 21 <sup>st</sup> February 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, 22 <sup>nd</sup> February 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>

<b>Day 4</b>	<b>THURSDAY, 23<sup>rd</sup> February 2012</b>
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	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>• Activity – Using Aggregate Functions</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>• Using ODBC with SQL Server and Access</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
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>
<b>Day 5</b>	<b>FRIDAY, 24<sup>th</sup> February 2012</b>
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	<i>MORNING TEA</i>
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	<i>LUNCH</i>
1 – 2pm 2 – 3pm	<ul style="list-style-type: none"> <li>• Activity – Creating reports using MS Access</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
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>
<b>Day 6</b>	<b>MONDAY, 27<sup>th</sup> February 2012</b>
<b>TIME</b>	<b>DESCRIPTION</b>
8.30 – 10.00am	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
<b>Day 7</b>	<b>TUESDAY, 28<sup>th</sup> February 2012</b>
8.30 – 10.00am	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
<b>Day 8</b>	<b>WEDNESDAY, 29<sup>th</sup> February 2012</b>
8.30 – 10.00am	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
10.00 – 10.30am	<i>MORNING TEA</i>
10.30 – 12pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
12 – 1pm	<i>LUNCH</i>
1 – 3pm	<ul style="list-style-type: none"> <li>• Database creation assignment</li> </ul>
3 – 3.15pm	<i>AFTERNOON TEA</i>
3.15 – 4pm	<ul style="list-style-type: none"> <li>• Wrap up of the training</li> </ul>