

Computer Training Catalog

Orange Coast Database Associates



*Specializing in Microsoft Office, Access,
SQL,
database development and related
technologies*

Classes custom designed for working professionals

<http://www.dhdursoassociates.com>

About Us

Orange Coast Database Associates is located in Laguna Niguel, southern California, right next to Laguna Beach in Orange County. We are a Database Training & Programming Consultancy serving Southern California, primarily Orange County, although we do travel outside the area.

Our training rooms are in nearby San Juan Capistrano.

Many of our courses have been custom designed by us using our own proprietary material. This allows us to focus on the needs of working professionals, accelerating your training experience.

Class Size and Locations

We provide two types of training:

- 1) group classes (“on-sites”), and
- 2) Individual, scheduled and private

Group classes are designed for small groups of 2 to 8 students from the same company or organization. Classes are normally taught using client facilities. However, we can rent a training room near you or you may use our training room.

Instructors

All of our instructors have many years of practical experience in industry as well as extensive backgrounds in teaching. Most hold advanced degrees and also teach at local colleges and universities.

Classroom Hours

On-site hours are by arrangement. San Juan Capistrano day classes are from 9:00AM to 12:00PM and from 1:00PM to 4:00P. Evening classes are 6:00PM to 9:00PM.

Training Discounts

Substantial discounts are available for purchase of group classes. There is also an internet discount if you purchase your first class online (or even just request a quote).

Programming and Consulting

In addition to training we provide programming, and consulting services to help you get off to a quick start or augment your project staffing.

Training in other States

Most group classes are taught in Southern California. Sometimes, though, our unique material or your schedule may warrant travel beyond Southern California. For a larger class we are still an economical choice.

Course Format

Group classes can be tailored to your fit your requirements. Students will be learning with concepts that are familiar and readily applied in the workplace.

Depending on the course, our materials are specially prepared by us or purchased from leading CourseWare vendors.

Most of our courses include extensive, hands-on practice.

Materials

Most classes include free student manuals and a training certificate.



Schedule

Classes may be scheduled to suit your convenience (either your facility or ours). In addition, some courses are also pre-scheduled in San Juan Capistrano. You may enroll on-line or by phone.

Contact Information

Orange Coast Database Associates, Inc.

P.O. Box 6142

Laguna Niguel, CA 92607

949-489-1472 (Office)

949-485-6284 (Fax)

800-355-9855 (Toll Free)

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catalog-sales@dhdursoassociates.com

Item ID	Course Title and Description	Length
<i>Courses and prices may be updated from time-to-time. Check our website(s) or call for the latest information and availability.</i>		
Microsoft Access Courses		
AIN100	<u>Introduction to MS Access Class</u> 2 day introductory course covering databases, tables, the datasheet, sorting and manipulating tables, import/export, queries, forms, reports and macros. Using a modern case-based approach, students will create a small database application during this course. No prior knowledge of Access is assumed.	12.0 hrs
AIN107	<u>Access 2007 New Features</u> Introduces the new features available in Microsoft® Office Access™ 2007: User interface, ribbon, contextual tabs, tables, queries, forms, reports and external data. Students should understand how to use some prior version of Access, preferably 2003 or XP.	3.0 hrs
AIN100A	<u>Introduction to MS Access I</u> 1 day introductory course covering databases, tables, the datasheet, sorting and manipulating tables, basic queries, reports and forms. Using a modern case-based approach, students will create a small database application during this course. No prior knowledge of Access is assumed. (Same as AIN100 day 1).	6.0 hrs
AIN100B	<u>Introduction to MS Access II</u> 1 day introductory course covering import/export, advanced queries, reports, forms, and macros. Using a modern case-based approach, students will update a small database application created in AIN100A. MS Access knowledge equivalent to AIN100A is assumed. (Same as AIN100 day 2).	6.0 hrs
AIA101	<u>Accelerated Introduction to Access</u> Accelerated Introduction to Microsoft Access course for experienced Microsoft Office users. Corresponds roughly to material required for MOUS proficient level plus some additional material. Covers tables, external data, queries, forms, reports and macros. Students will create a working database application during this intensive, hands-on course. This database can be tailored to the needs of custom groups or private training students. No prior knowledge of Access assumed although students should be proficient with standard Microsoft Office.	9.0 hrs

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AIN100T	<u>Microsoft Access Database Design</u> Relational database design principles plus first module of AIN100. Covers design and databases through import/export. Can be used to precede classes on queries, reports, etc. 1 day.	6.0 hrs
AIN102	<u>Microsoft Access Queries</u> Learn effective MS Access query design in this unique, hands-on course. Covers select, make-table, insert, update, delete and union queries. Includes single and multi-table queries, functions, summary queries, inner joins, outer joins, and subqueries. Ideal course for those seeking a deeper knowledge of Access queries.	6.0 hrs
AIN104	<u>Microsoft Access Reports and Forms</u> Full day course covering reports and forms. Includes forms, sub-forms, charts, unbound forms, reports, sub-reports and using queries as data sources. Uses Wizards, Designers and the Expression Builder. Students should have a basic working familiarity with Access.	6.0 hrs
AIN104R	<u>Microsoft Access Report Design</u> Intermediate Microsoft Access Report design. Covers reports, sub-reports, graphics, grouping and totaling and formatting. Same as Module 1 of AIN104. Students should have a basic working familiarity with Access.	6.0 hrs
AIN104F	<u>Microsoft Access Form Design</u> Half day course on Microsoft Access form design. Same as module 2 of AIN104. Covers forms, sub-forms, tab control, combo boxes, charts and unbound forms. Uses Wizards, Designers and the Expression Builder. Students should have a basic working familiarity with Access.	3.0 hrs
AMP110	<u>Microsoft Access Macros</u> Introduction to Microsoft Access Macros. Covers macro actions, conditions, named groups. Prerequisite: AIA101/AIN100, AIN102/104 or equivalent knowledge.	6.0 hrs
AVB201	<u>Beginning Access VBA Training</u> Full day introduction to Microsoft Access VBA programming. Pre-requisite: AIA101/AIN100 or equivalent knowledge.	6.0 hrs
AVB202	<u>Intermediate Access VBA</u> Half day Intermediate Access VBA programming. Covers data manipulation via ADO and DAO. Pre-requisite: AVB201 and SQL200A or equivalent knowledge.	3.0 hrs

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APV100	<u>Microsoft Access Private Training</u> Microsoft Access Private On-on-One Training at your office or home. 2 hour minimum.	2.0 hr min
APV101	<u>Microsoft Access Private Training (In-office)</u> Special price for one-on-one Private Training on Microsoft Access at our office. Minimum 2 hours.	2.0 hr min

SQL Courses

SQL200	<u>Accelerated Introduction to SQL</u> Intensive hands-on introduction to standard SQL programming. Data manipulation, queries, data modification. Construction of tables, indexes and views. Constraints, etc. Can be taught using MS Access, MySQL, SQL Server or Oracle. No prior knowledge of SQL is assumed, although students should have some exposure to programming and/or use of other query systems (including Access).	9.0 hrs
SQL200A	<u>Access SQL & Query Design</u> Introductory Access SQL Programming course using MS Access. Also covers using the MS Access Query Designer. Students will gain a thorough introduction to designing and implementing MS Access queries using Access's JET SQL in this unique course. Can be taught with SQL Server, MySQL or Oracle as the back-end. A basic knowledge of MS Access and query concepts is assumed.	6.0 hrs
SQL200S	<u>Introduction to SQL Data Retrieval</u> Accelerated introduction to standard SQL programming with focus on retrieval and reporting: data retrieval, filtering data, calculations, summarization and grouping, etc. Same as first two modules of SQL200. Can be taught using MySQL, SQL Server or Oracle. Students will create their own SQL script library in this course which they can take with them. No prior knowledge of SQL is assumed, although students should have some exposure to programming and/or use of other query systems (including Access).	6.0 hrs
SQL201W	<u>Introduction to SQL using MySQL on Windows</u> 1 and 1/2 day version of SQL200 specifically for MySQL users. Includes coverage of MySQL specifics. Taught using Windows. Unix/Linux version under development. No prior knowledge of MySQL is assumed, although students should have some exposure to programming and/or use of other query systems such as ANSI standard SQL or Access.	9.0 hrs

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<i>Courses and prices may be updated from time-to-time. Check our website(s) or call for the latest information and availability.</i>		
SQL202	<p><u>Introduction to SQL using Microsoft SQL Server</u></p> <p>1 and 1/2 day introduction to Transact-SQL (T-SQL) used in Microsoft SQL Server (and Sybase). Same material as SQL200 as presented using Microsoft SQL Server. No prior knowledge of SQL is assumed, although some familiarity with programming concepts and query design is useful. Students will create their own portable script library during this course.</p>	9.0 hrs
SQL204	<p><u>Intermediate SQL (Transact SQL) using Microsoft SQL Server</u></p> <p>Brief introduction to the Transact SQL programming language used in Microsoft SQL Server. Adds Transact SQL specifics such as variables, control statements, cursors, stored procedures, etc.</p>	3.0 hrs
SQL212	<p><u>Introduction to SQL using Oracle</u></p> <p>1 and 1/2 day introduction to Oracle SQL (PL/SQL) used in the Oracle Database. Intensive, hands-on course custom designed for analysts and power users. Same material as SQL200 but taught in an Oracle environment. Topics include data retrieval and manipulation, modifying data and creating tables and views. Uses the SQL Plus Query tool and the new Oracle SQL Developer.</p>	9.0 hrs

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Database Development & Reporting Courses

DBD200	<p><u>Introduction to Relational Databases</u></p> <p>2 day course on the basics of relational database design including tables, fields, keys, indexes, views, normalization, entity relationship diagrams, and SQL. Students will construct a simple ERD using Visio or another modeling tool.</p>	12.0 hrs
DBD201	<p><u>Accelerated Relational Database Design</u></p> <p>Slightly shorter (1 day) version of DBD200 with minimal SQL. Ideal as a complement to one of the Microsoft Access or SQL courses. Students will construct, in Visio or another modeling tool, an Entity Relationship Diagram that applies to their application(s) during this course.</p>	6.0 hrs
CRY101i	<p><u>Basic Crystal Reports</u></p> <p>Hands-on course covering the fundamental features and functions of Crystal Reports. Students will explore the program environment, and learn how to open, navigate, create, modify, and save reports. Students will explore the program environment, and learn how to open, navigate, create, modify, and save reports. They'll learn the basics of formatting report objects, of sorting and selecting records, and creating groups and summaries. They'll also learn how to create simple formulas and functions.</p>	6.0 hrs
CRY102i	<p><u>Advanced Crystal Reports</u></p> <p>Hands-on course builds on the skills and concepts taught in Crystal Reports Basic. Students will learn how to create and use parameter fields, advanced formulas using variables, and advanced functions. They will also learn how to create and customize charts and maps, apply advanced formatting options to report elements, and create alerts and subreports. Finally, students will learn advanced data access techniques including ODBC data sources and SQL query-building.</p>	6.0 hrs

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Web Courses

(Note in addition to courses listed below, we can teach many of the Adobe products. If interested give us a call.)

HTM101i	<u>HTML Basic</u> Hands-on course in HTML 4 designed for students who want to learn the basics of creating Web pages using HTML	6.0 hrs
HTM102i	<u>HTML Advanced</u> Hands-on course designed for students who want to learn some of the more advanced HTML elements and techniques. Students will learn several new topics including tables and forms.	6.0 hrs
JVS201i	<u>JavaScript Basic</u> Hands-on introduction to using JavaScript to create interactive Web pages. Students will learn how to use variables, data types, functions and operators. In addition, students will learn about objects, methods, properties and how to handle events on a form.	6.0 hrs
JVS202i	<u>JavaScript Advanced</u> Building on the Basic course, this hands-on course will teach students more techniques for creating interactive Web pages working with image rollovers, arrays, frames and cookies.	6.0 hrs
FRP101x	<u>FrontPage Basic</u> Hands-on introduction to Microsoft FrontPage. Students will create and format Web pages, work with lists and tables, create hyperlinks, and develop a Web-site navigation structure.	6.0 hrs
SPT121	<u>SharePoint Designer Basic</u> This hands-on course teaches the core features and functions of SharePoint Designer 2007. Students will learn how to create and apply templates, control layout and spacing, create and apply style sheets, and apply IDs and classes.	6.0 hrs
SPT122	<u>SharePoint Designer Advanced</u> This hands-on course builds on the skills and concepts taught in SharePoint Designer 2007: Basic. Students will learn how to create dynamic components, work with multimedia files, create interactive content, design with layers, and create tables and forms.	6.0 hrs

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Programming Courses

PRO311	<u>Beginning C Programming I</u> Beginning C programming class. Covers language syntax, variables, i/o, calculations, control flow, loops, arrays.	12.0 hrs
AVB201	<u>Beginning Access VBA Training</u> Full day introduction to Microsoft Access VBA programming. <i>(Cross listed with MS Access)</i>	6.0 hrs
AVB202	<u>Intermediate Access VBA</u> Half day Intermediate Access VBA programming. Covers data manipulation via ADO and DAO. <i>(Cross listed with MS Access)</i>	3.0 hrs
EVB201i	<u>Introduction to Excel VBA</u> Introduction to VBA programming in Excel. Covers variables, data types, control structures, object oriented concepts, debugging, etc. <i>(Cross listed with MS Office)</i>	6.0 hrs
JVS201i	<u>JavaScript Basic</u> Hands-on introduction to using JavaScript to create interactive Web pages. <i>(Cross listed with Web Development)</i>	6.0 hrs
JVS202i	<u>JavaScript Advanced</u> Building on the Basic course, this hands-on course will teach students more techniques for creating interactive Web pages <i>(Cross listed with Web Development)</i>	6.0 hrs

Microsoft Office

(Note in addition to courses listed below, we can teach almost any Microsoft Office Product at any level. If you don't see it listed give us a call.)

EXC101X /102i /103i	<u>Microsoft Excel Basic Intermediate Advanced</u> Hands-on introduction to Microsoft Excel. All class levels available: basic, intermediate and advanced. Choose Excel 2003 or Excel 2007.	6.0 hrs ea.
PPT101X	<u>Microsoft PowerPoint Basic</u> Hands-on introduction to Microsoft PowerPoint Fundamentals. Covers the PowerPoint environment, building presentations, formatting, drawing tools, graphics, tables and charts.	6.0 hrs

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FRP101X	<u>Microsoft FrontPage Basic</u> Hands-on introduction to Microsoft FrontPage. Students will learn how to create and format Web pages, work with lists and tables, create, test, and update hyperlinks, and develop a Web-site navigation structure. They'll also learn how to work with images, apply a theme to a Web site, and edit HTML code. Finally, they'll learn how to publish a Web site and set site permissions. <i>(Cross listed with Web courses.)</i>		6.0 hrs
OTL101i	<u>Microsoft Outlook Basic</u> Hands-on class covering the basics of Microsoft Outlook. Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.		6.0 hrs
PRJ101X /102i	<u>Microsoft Project Basic Advanced</u> Students will learn how to create a new project file, create and modify task lists, and create a Work Breakdown Structure. They'll also learn how to work with calendars and assign resources. The advanced class builds on this foundation and includes integration with other applications.		6.0 hrs ea.
PUB101X	<u>Microsoft Publisher Basic</u> Hands-on introduction to Microsoft Publisher Fundamentals. Students will learn how to create a publication, adjust its page setup, enter and edit text, insert pictures, and create and modify text frames. They'll also learn how to work with multi-page publications, objects, graphics, and tables, as well as how to print publications.	165.00 Student	6.0 hrs
PUB103	<u>Microsoft Publisher Advanced</u> Hands-on course that builds on the concepts and skills taught in Publisher: Basic. Topic coverage includes newsletters, Web site design and publication, hyperlinks, and hot spots. Students will also learn how to perform a mail merge and import data from other Office applications.		6.0 hrs
VIS101X	<u>Microsoft Visio Basic</u> Hands-on introduction to Microsoft Word Fundamentals. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools.		6.0 hrs

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VIS103	<p>Visio Advanced</p> <p>Visio Advanced builds on Visio Basic. Students will learn how to create, assign, and customize drawing layers, create complex shapes, create and edit formulas and functions, add predefined actions and custom shape behaviors, create custom stencils, and much more.</p>	6 hrs
WRD101X	<p>Microsoft Word Basic</p> <p>Hands-on introduction to Microsoft Word Fundamentals. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools.</p>	6 hrs
WRD102i	<p><u>Microsoft Word Intermediate</u></p> <p>Hands-on course covering intermediate-level features and functions of Word. Students will learn how to work with sections and columns, format tables, import Excel data, create and modify styles, and work with headers and footers. They will also learn how to print labels and envelopes, work with graphics and objects, apply and create templates, and manage document versions.</p>	6 hrs
WRD103i	<p><u>Microsoft Word Advanced</u></p> <p>Hands-on course covering advanced-level functions and features of Word. Students will learn how to perform a mail merge, create and modify forms, work with large documents, and create macros. They'll also learn how to customize menus and toolbars, and they'll work with Word's XML-based features.</p>	6 hrs

Private Training

IND100	<p><u>Individual Private Class</u></p> <p>One-on-one private classes covering the above material at your facility. Can be custom tailored to your requirements. Typically, this training requires less time than a regular class. Not available for all products.</p>	3 hr min.
IND101	<p><u>Individual Private Class (In Office)</u></p> <p>One-on-one private classes covering the above material at our facility in San Juan Capistrano. Can be custom tailored to your requirements. Typically, this training requires less time than a regular class. Not available for all products.</p>	3 hr min.

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Custom Classes

We are pleased to develop and teach to custom courseware if desired. We can develop an entirely new module based on your databases and/or workflow. Or, we can modify one of our existing courses.

MOD100	<u>Custom Module Development</u> Fee to develop a new custom module or modify an existing module.	Quote Hour	2.0 hrs min
CUS102	<u>Custom Class Tuition</u> Student tuition for a custom class. Typically the same as an equivalent standard class.	Quote Student	3.0 hrs min.

Discounts

DISINET	<u>Internet Discount</u> Tuition discount for the first course ordered on-line via our on-line request and/or enrollment forms.	5%	100\$ max.
DISVOL	<u>Volume (Multi-Student) Discount</u> For classes of 3 to 4 students a 20% tuition discount is applied. For 5 to 8 students the discount is 35% Over 8 by quote.	20-35% Student	

Miscellaneous Fees

MATLS	<u>Materials</u> Modest fee for notebooks, reference cards, books etc. One set is already included in the tuition for most classes.	As billed Student	
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Consulting

We also offer consulting and programming services to our clients. This can greatly speed up the time it takes to develop a database project or possibly off-load it altogether.

CON101	<u>General Consulting</u> Hourly consulting at the client’s location or in our offices.		2.0 hrs min.
CON102	<u>Microsoft Access Consulting (In-office)</u> Special price for hourly consulting on Microsoft Access at our office in San Juan Capistrano		2.0 hrs min.

Programming

PRG100	<u>Hourly Programming (On-site)</u> Hourly programming performed on-site at the client’s location. Typically this is for smaller “fix-it” jobs or ones where the client wants a local presence at their facility.		2.0 hr min.
PRG101	<u>Hourly Programming (In-office)</u> Hourly programming services performed in our office.		2.0 hr min.
PRG102	<u>Fixed Big Programming</u> Our standard arrangement for larger projects. The actual rate quoted is often a blend of local rates as above and much lower offshore rates..	Quote Project	\$1,000.00 min.

Notes

Ordering by Phone

Call 800-355-9855 to place an order by phone.

Ordering over the Web

We encourage clients to place their orders directly over the Web. Our website address is

<http://www.dhdursoassociates.com>

Payment

Payment is due prior to the class. Large classes scheduled well into the future may pay 50% initially and 50% upon completion.

Credit Cards

We accept American Express, Master Card and Visa.

Internet Discounts

Order your first class over the internet and you will receive a 5% discount (up to a maximum of \$100)

Group Discounts

Groups save with discounts of 25% to 40%. Large groups (> 8 students) can save even more with our flat rate quotes.

Training Passports

Individuals may purchase a training passport good for 4 full days of training at a substantial discount. Additional days can also be purchased at reduced prices. Call or click for the latest prices.

Contact Information

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Training Room(s)

Orange Coast Database Associates, Inc.

32422 Alipaz St; Suite B-4A

San Juan Capistrano, CA92675



Computer Training Catalog

Orange Coast Database Associates

Training | Programming | Consulting | Workshops



32422 Alipaz St., Suites B-3B & B-4A

San Juan Capistrano, CA

(949) 489-1472 (Direct)

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