Description

Access for University Staff is an intensive five-day course that aims to learn the use of this *MS Office* tool, for administrative and academic purposes. Target groups are University Staff and Faculty from ETSIAMN Partner Institutions.

Intended outcomes

Upon completing the course, participants will have strengthened their specific *Access* skills. Their competence in the usage, management and programming of databases will have been increased. Applied problem solving abilities through *Access* resources will have been acquired.

Course structure

The course lasts 25 hours, divided into five hours of training per day (Monday-Friday, 09:00 – 14:00).
Fees: 350 € per person, including work files, welcome *paella* meal and guided visit on the UPV campus.
Extracurricular activities (not included in course fees): guided tour in old town Valencia, Spanish food cooking, Flamenco dance workshop and farewell dinner.

Course coordinator

Prof. Francisco Rovira, Head of International Relations ETSIAMN. Lecturers are senior IT technicians from UPV.

Teaching methods

Sessions involve short lectures, specific learning tasks, group work, applied exercises, tutorials and permanent coaching by our course lecturers. Hands-on learning through individual projects will complete the training programme.

Dates and location

Monday, 08.06.15 to Friday, 12.06.15.
Place: *ETS Ingeniería Agronómica y del Medio Natural (ETSIAMN). Universitat Politècnica de València (UPV). Camino de Vera s/n. 46022 Valencia, Spain.*

Travel, living and accommodation expenses

Participants are expected to obtain *LLP-Erasmus Staff Mobility* grants from their home Institutions. The ETSIAMN will assist with booking accommodation for participants.

Information

Please complete the attached pre-registration form and return it to cbenavent@upvnet.upv.es.
Deadline: 15th May 2015
Maximum number of participants: 30

Course program

MONDAY 8th JUNE

08:45 Reception of participants at the ETSIAMN international Office

09:00-14:00 Access course: *Access overview. Why access? Overview of databases. Objects in Access. Tables, fields, records and primary keys.*

14:15 Institutional welcome meeting

14:30 Welcome paella meal

16:30 Guided visit on the UPV campus

TUESDAY 9th JUNE

09:00-14:00 Access course: *Queries. Kinds of queries.*

17:00 Free elective activity: G*uided Tour in old town Valencia*. Fee: 20 € / person

WEDNESDAY 10th JUNE

09:00-14:00 Access course: *Forms.*

19:00 Free elective activity: *Mediterranean Food Cooking + Dinner*. Fee: 30 € / person

THURSDAY 11th JUNE

09:00-14:00 Access course: *Reports.*

19:00 Free elective activity: *Flamenco Dance Workshop*. Fee: 25 € / person

FRIDAY 12th JUNE

09:00-14:00 Access course: *Using macros. Project presentation and discussion.*

20:00 Free elective activity: *Farewell Dinner in Valencia*. Fee: 25 € / person

Proposed accommodation - special rates for ETSIAMN guests - limited places

HOTEL ASTORIA PALACE – Valencia downtown
http://www.ayrehoteles.com/hotel-astoria-palace/
reservas.astoriapalace@ayrehoteles.com. Phone.: +34-96-3981000
Double room for single use + buffet breakfast + taxes: approx. 90 €/night

HOTEL NH LAS ARTES II –*Ciudad de las Artes*, 10 min bus lift to UPV or downtown
http://www.nh-hoteles.es/nh/es/hoteles/espana/valencia,-es/nh--las--artes-ii.html
nhlasartes2@nh-hotels.com . Phone: +34-96-3356062
Double room for single use + buffet breakfast + taxes: approx. 70 €/night

COLEGIO MAYOR GALILEO GALILEI – Right on the UPV campus
http://www.galileogalilei.com/
reservas@galileogalilei.com. Phone: +34- 96 335 20 00
Single room + continental breakfast + taxes: approx. 50 €/night

DAMIA BONET RESIDENCE HALL – Very closed to the UPV campus.
http://www.resa.es/eng/Residences/Damia-Bonet. Phone: +34-962 050 500
Double room apartment + continental breakfast + taxes: approx. 80 €/night