



is pleased to present, for **FREE**,

## Database Development

presented by

**Capital Area Community  
Media Center**



### WHEN:

**Saturday, April 25, 2009  
11:00 am – 4:00 pm**

registration and networking begin at 10:30 am  
a light lunch will also be provided

### WHERE:

**Michigan State University Campus  
Bessey Hall – Rooms 211 & 216**

for \*parking options and directions go to –

<http://maps.msu.edu/interactive/index.php?location=ebh>

**This workshop** will cover the process of developing a database for tracking information, such as contact information, services provided, or volunteers. After a brief introduction, the group will split into two sessions, Planning and Construction. Microsoft Access will be the software used in the Construction Session. The Planning Session will include discussion on a variety of available database software; however, Microsoft Access examples will be used. Each organization that attends will receive a basic “bare bones” Microsoft Access database template to take and use at their organization.

Consider participating in the **Planning Session** if:

- ✚ You don't know what databases are, but you know you need one
- ✚ You'd like to have a database, but don't know where to start
- ✚ You want to learn how to organize information in a database

Consider participating in the **Construction Session** if:

- ✚ You need a basic introduction to database software
- ✚ You know about tables, fields, and records, but you're ready for more
- ✚ You have specific questions about Microsoft Access

**Participants in the Construction Session** should bring a draft diagram of the information their database will contain, showing the way information “flows” through your organization and the kinds of reports you want to produce. If you are participating in the Construction Session and have specific questions you'd like us to help with, please include them with your registration.

A brief overview of both sessions will be given at the beginning of the workshop, before splitting into the separate sessions. The overview will include Q&A time for participants to determine they have selected the appropriate session. It will also allow an option for participants to switch from Planning to Construction (or vice versa).

**The presenters** for this workshop are from the Capital Area Community Media Center (CMC), an emerging regional non-profit multimedia center promoting our community. The CMC has contracted with the *Power of We Consortium* to build the communication and media capacity of faith-based and community organizations in the Lansing area.

**The workshop location** is in an MSU Computer Lab where the amount of equipment in the lab causes the room temperature to constantly adjust to keep computers from overheating, so participants may want to dress in layers for comfort.

**Registration is on a 1<sup>st</sup> come 1<sup>st</sup> serve basis with a limit of two (2) participants per organization for each session.**

- Send a separate registration for each participant, by email, to Wendy Duke-Littlejohn at [wduke@ingham.org](mailto:wduke@ingham.org)
- **Registrations must include** – Name, Title/Position, Organization Name, Daytime Phone Number, Individual E-mail Address, Workshop Title, **Session Attending** (Planning or Construction) **and Specific questions you'd like addressed during the Construction Session workshop.**
- **Free Parking is available in Ramp #2 and Faculty/Staff Lot 10** (see map on web for parking and building locations)