

**Division of Applied Science & Management
MICR 105, Section BZ
Introduction to Access
1.5 Credit Course
Fall, 2020**



COURSE OUTLINE

MICR 105 INTRODUCTION TO ACCESS, SECTION BZ

1.5 CREDITS

PREPARED BY: Meg Walker, Instructor

DATE: June 8, 2020

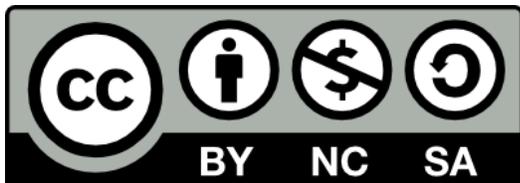
APPROVED BY: Ernie Prokopchuk, Dean

DATE: August 7, 2020

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date

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INTRODUCTION TO ACCESS

INSTRUCTOR: Meg Walker	OFFICE HOURS: Tues. 3 – 4 p.m.
OFFICE LOCATION: Zoom/phone	CLASSROOM: Asynchronous online
E-MAIL: mwalker@yukonu.ca	TIME: Asynchronous online, with tutorials (optional but recommended) Thurs. 9 – 10 a.m.
TELEPHONE: 867-456-8575	DATES: Nov. 2 – Dec. 7

COURSE DESCRIPTION

This course is an introduction to the functions and concepts of a relational database system using Microsoft Access. In this course, you will learn to create, maintain, query, and print a database, design effective reports and forms, and create and present data as reports and forms.

PREREQUISITES

MICR 100 with a mark of C (70%) or higher

RELATED COURSE REQUIREMENTS

Regular access to PC computer (laptop or desktop) with reliable internet connection.

Email and regular, frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website. The use of the Moodle course website is mandatory.

EQUIVALENCY OR TRANSFERABILITY

BUS 175

LEARNING OUTCOMES

Upon completion of the course, students will be able to:

- understand the nature of a relational database
- create databases and various database objects
- create various forms of queries to find information in database objects

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- export data from a database object into another application
- maintain a database with search, sort, and filter tools
- ensure database integrity with validation rules
- create and print functional forms and reports

COURSE FORMAT

The course content is presented through asynchronous activities, including instructional videos. These will be accessed through our course website found under “My Courses” on www.yukonu.ca

Students will work through Chapters 1 – 4 in the textbook. Coursework must be completed on a set schedule as outlined in the attached syllabus.

ASSESSMENTS

Attendance & Participation

Regular student participation with the online materials is essential. Material covered in the teaching videos will be cumulative; missing any one of the weeks of coursework will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood.

In an online course, physical attendance is replaced by each student spending time with instructional materials on the course Moodle site. *Logging in to the site a minimum of 3 times per week is recommended.*

Assignments

Four graded assignments will be provided by the instructor. In addition, there are practice labs that students should complete to reinforce their skills. All assignments will be submitted electronically through the course Moodle site. Marks will be deducted for improperly presented work.

Marking Scheme for Assignments

A detailed marking guide is presented on the course website. 2-3 marks will be

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deducted for all minor errors. 5 marks will be deducted for all major errors on assignments and the final exam, including, but not limited to:

- typing errors, including spelling errors
- not following instructions
- functional errors
- incomplete printouts (in the form of PDFs; instructions are on course site)

Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

Your name
Course name
Reason for late (doctor's note if applicable)
Original due date
Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

TESTS

There is one final exam for this course.

EVALUATION

Assignments (4)	15% each
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Final Exam	40%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

1. Shelly Cashman Series® **Microsoft® Office 365 & ACCESS 2016: Comprehensive**, bundled with MindTap access code.
2. USB drive

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of

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Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

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TOPIC OUTLINE

MICR 105 SYLLABUS (subject to revision)

Wk	Dates	Chapter/ Topic	Due Saturday 11:55 pm
1	Nov 2 - 7	Intros, course outline and syllabus	Self-introduction
2	Nov 8 - 14	Chapter 1 (Databases and Database Objects: Intro)	Assignment 1
3	Nov 15 - 21	Chapter 2 (Querying a Database)	Assignment 2
4	Nov 22 - 28	Chapter 3 (Maintaining a Database)	Assignment 3
5	Nov 29 - Dec 5	Chapter 4 (Creating Reports and Forms)	Assignment 4
6	Review	Optional: Check-in at tutorial Mon Dec 7	
Final Exam		Friday, December 11, 9:00 a.m. - noon	

ASSIGNMENTS

<p>Chapter 1 Practice: In the Lab: Lab 1, Lab 2 Marked Assignment 1: Lab 3. Camshay Marketing Database (AC 64)</p>
<p>Chapter 2 Practice: In the Lab: Lab 1, Lab 2 Marked Assignment 2: Lab 3. Camshay Marketing Database (AC 120)</p>
<p>Chapter 3 Practice: In the Lab: Lab 1, Lab 2 Marked Assignment 3: Lab 3. Camshay Marketing Database (AC 176)</p>
<p>Chapter 4 Practice: In the Lab: Lab 1, Lab 2</p>

Marked Assignment 4: Presenting Data in the JSP Analysis Database (AC 230)