



COURSE OUTLINE

BUS 175Z

MICROCOMPUTER APPLICATIONS Access 2010

21 HOURS

1.5 CREDITS

PREPARED BY: Brad Beaumont
Instructor

DATE: May 22, 2014

APPROVED BY: 
Margaret Dumkee, Dean

DATE: January 14, 2015

YUKON COLLEGE

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Course Outline prepared by Brad Beaumont, May 22 2014.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

Applied Science and Management
BUS 175 – Access 2010
1.5 Credits
Winter 2015

Bus 175 - Microcomputer Applications Access 2010

INSTRUCTOR: Brad Beaumont **OFFICE HOURS:**
OFFICE LOCATION: Faro Campus **CLASSROOM:** Distance learning
<https://yukon.adobeconnect.com/beaumont/>
E-MAIL: bbeaumont@yukoncollege.yk.ca **TIME:** Distance Learning
TELEPHONE: 867-994-8800 **DATES:** Jan 5 2015 – Apr. 24 2015

COURSE DESCRIPTION

BUS 175 is a component of the BUS 17x series of microcomputer applications courses. Students will be instructed in preparing and manipulating a database using Microsoft Access 2010. Databases are powerful tools for the storage and manipulation of information and relational databases, such as Microsoft Access 2010, permit the user to integrate related information within a business environment. For example, a single database can be used to tie sales data from an invoice form to accounting portions of the database and an inventory control table. Automatically generated reports can be made to prepare monthly invoices/statements as well as establishing a monthly restocking report. In all, relational database software can be used to perform a vast number of business tasks.

PREREQUISITES

Students must successfully complete BUS 174 before registering in BUS 175.

EQUIVALENCY OR TRANSFERABILITY

No course transfers exist for this course.

LEARNING OUTCOMES

The successful completion of BUS 175 indicates the student has demonstrated the ability to:

- Access Common Elements.

1. Databases and Database Objects: An Introduction.
2. Querying a Database.
3. Maintaining a Database.
4. Creating Reports and Forms.
5. Multi-Table Forms.
6. Advanced Report Techniques.
7. Using SQL.
8. Advanced Form Techniques. - See more at:

http://www.cengage.com/search/productOverview.do?N=0&Ntk=P_Isbn13&Ntt=9780538748629#TableofContents.

DELIVERY METHODS

The course is offered in a self-study format with several additional aids, including a course Internet website, online tutorials and scheduled telephone tutorial office hours for students with questions about the course material. Videoconferencing may be available in select communities.

Students should be prepared to put in approximately 6-12 hours to complete each chapter in the text and to work on assignments and polish their skills. Students living in the Whitehorse area can schedule writing the exam by phoning Distributed Learning at 668-8851. Students outside the Whitehorse area can contact their local community campus to schedule the exam.

COURSE FORMAT

Course Length: 21 hours **Credits:** 1.5

Course Website: www.cengage.com/ct/studentdownload.
http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_i_ssn=9780538748629&token=00E253075EDD760B9168284E7599C6C2C91009B014A673EBDCB8D03425255793B40F48BE148EBE1D1756D3BC7398F11B18467B689D58AB0F

Last date to withdraw without academic penalty: Friday, March, 11 2015

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COURSE REQUIREMENTS

Students are required to have:

- a working ability with Windows
- good keyboarding and mouse skills
- grammar and spelling skills

ASSESSMENTS

Evaluation for the course will be based as follows:

Assignments

Assignment Descriptions:

Learn It Online (LIO): Learn It Online is a series of online exercises that test students' knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is an assignment that helps students reinforce their skills and apply the concepts learned in a chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is an assignment that challenges students to extend the skills learned in a chapter and to experiment with new skills. Students may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is an assignment that asks students to analyze a document and correct all errors and/or improve the document's design.

Cases and Places (CP): Cases and Places is a series of assignments in which students apply creative thinking and problem-solving skills to design and implement solutions.

In the Lab (Lab): In the Lab is a series of assignments that ask students to design and/or format a document using the guidelines, concepts, and skills presented in a chapter. The labs are listed in order of increasing difficulty.

Week		Assignment
1	Office 2010 and Windows 7: Essential Concepts and Skills	
		LIO
2	Chapter 1	
		EYK, AYK, MIR
3	Chapter 2	
		Cases and Places
4	Chapter 3	
		AYK, MIR, EYK
5	Chapter 4	
		LIO
6	Chapter 5	
		EYK, AYK, MIR
7	Chapter 6	
		Cases and Places
8	Chapter 7	
		AYK, MIR, EYK
9	Final Exam on or before Apr. 20 2015	

The assignments will require students to use the tools and techniques learned in the course and will provide practical experience.

Final Exam

A final exam covering all aspects of the course will need to be scheduled no later than **Apr. 20 2015**. The final exam will test concepts covered during the entire course and will require students to use many of the tools and techniques in a practical manner. The final exam will be three hours in length.

Evaluation	Component	Weight
	Assignments	55%
	Final Exam	45%
	Total	100%

Attendance

As stated in the Academic Regulations.

REQUIRED TEXTBOOKS AND MATERIALS

Microsoft® Access 2010: Complete, 1st Edition

Gary B. Shelly, Philip J. Pratt, Mary Z. Last

ISBN-10: 0538748621

ISBN-13: 9780538748629

© 2011

Course Website: http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538748629&token=06A9710D11C4A6298CF609A3BBC6E7EE167E3953CAA2EF83CAFB72292BD9FF4F9C6F6A2A093D13E68F172182B669AC5E3CF93F27710A717F

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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 College.

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 College Academic Regulations (available on the Yukon College 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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

REQUIRED TEXTBOOKS OR MATERIALS

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TOPIC OUTLINE

Access Common Elements.

1. Databases and Database Objects: An Introduction.
2. Querying a Database.
3. Maintaining a Database.
4. Creating Reports and Forms.
5. Multi-Table Forms.
6. Advanced Report Techniques.
7. Using SQL.
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