MICR 105 (Section 001)
Introduction to Access
Term: Fall 2021
Number of Credits: 1.5

Course Outline

INSTRUCTOR: Jennifer Moorlag. M. Ed, MPA	**OFFICE HOURS:** Mon 10:30-11:30am; Fri 10:30-11:30am
OFFICE LOCATION: N/A	**CLASSROOM:** Online (Zoom classroom)
E-MAIL: jmoorlag@yukonu.ca	**TIME:** Synchronous – online, with optional tutorials, M/W/F 9am-10am (F: optional lab)
TELEPHONE: please email for phone number	**DATES:** October 25 – December 15

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.

COURSE REQUIREMENTS

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

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:
https://www.yukonu.ca/admissions/transfer-credit

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

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
- 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

Weekly breakdown of instructional hours

2 hours of mandatory class session, 1 hour of optional lab class. It is expected that this course will require at least 6 hours/week of homework and additional reading. It is important to note that the time required will vary by individual.

Delivery format

The course content is presented through synchronous online activities and lab classes and asynchronous online 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 topic syllabus below.

Four graded assignments will be provided by your instructor. In addition to this work, there will be four chapter quizzes and one final examination.

EVALUATION

Assignments (4 @ 15% each)	60%
Final Exam	40 %
Total	100%

Engagement and Professionalism

Engagement and professionalism in the classroom (any classroom – online or in person) are critical to success. Punctuality, regular attendance, and full participation are ways for students to demonstrate professionalism and engagement. Success in this course requires active, positive, and professional engagement in class activities and discussions, reflecting thoughtful consideration of course material.

It is essential for students to attend all online tutorials and participate in all class activities. The material covered will be cumulative and missing a class/tutorial could put a student at a serious disadvantage. A large number of spreadsheet skills must be mastered, and specific information must be understood.

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 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)

TESTS

There is one final exam for this course.

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.

Grades On Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:
    A = 90–100%

B = 80–89%
C = 70–79%
D = 60–69%   (Fails to serve as a prerequisite)
F = under 60%   (Fail)

COURSE WITHDRAWAL INFORMATION

This is a 7.5-week, 1.5 credit course so the withdrawal date is different from the published full-term withdrawal date. If you wish to withdraw from this course, you must do so **officially** (at Admissions) by Friday, November 26, 2021. Refer to the YukonU website for other important dates.

TEXTBOOKS & LEARNING MATERIALS

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

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Week	Dates	Chapter/ Topic	Due Saturday 11:55 pm
1	Oct 25-30	Intros, course outline and syllabus; start Chapter 1 (Databases and Database Objects: Intro)	Self-introduction
2	Oct 31 – Nov 6	Chapter 1 (Databases and Database Objects: Intro)	Assignment 1
3	Nov 7 - 13	Chapter 2 (Querying a Database)	
4	Nov 14 - 20	Chapter 2 (Querying a Database) - Continued	Assignment 2
5	Nov 21 - 27	Chapter 3 (Maintaining a Database)	Assignment 3
6	Nov 28 – Dec 4	Chapter 4 (Creating Reports and Forms)	Assignment 4
7	Dec 5 - 11	REVIEW: Optional: Check-in at tutorial	
	Dec 15	**Final Exam**	

ASSIGNMENTS

Chapter 1 **Practice:** In the Lab: Lab 1, Lab 2 **Marked Assignment 1:** Lab 3. Camshay Marketing Database (AC 64)
Chapter 2 **Practice:** In the Lab: Lab 1, Lab 2 **Marked Assignment 2:** Lab 3. Camshay Marketing Database (AC 120)
Chapter 3 **Practice:** In the Lab: Lab 1, Lab 2 **Marked Assignment 3:** Lab 3. Camshay Marketing Database (AC 176)
Chapter 4 **Practice:** In the Lab: Lab 1, Lab 2 **Marked Assignment 4:** Presenting Data in the JSP Analysis Database (AC 230)