

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
MICR 105 (A)
1.5 Credit Course
Fall, 2019



COURSE OUTLINE

MICR 105 (A)

Introduction to Access

**31 HOURS
1.5 CREDITS**

PREPARED BY: Christina Thomas, Instructor
APPROVED BY: Stephen Mooney, A/Dean

DATE: July 10, 2019
DATE: August 20, 2019

APPROVED BY ACADEMIC COUNCIL



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INTRODUCTION TO ACCESS

INSTRUCTOR: Christina Thomas	OFFICE HOURS: T/TH 2:30 - 3:30
OFFICE LOCATION: A2410	CLASSROOM: A2408
E-MAIL: cthomas@yukoncollege.yk.ca	TIME: M/W/F 10:30 to noon
TELEPHONE: (867) 668-8755	DATES: November 4 -December 6, 2019

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.

PREREQUISITE

MICR 100 with a mark of C or higher

RELATED COURSE REQUIREMENTS

None

EQUIVALENCY OR TRANSFERABILITY

None

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

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COURSE FORMAT

The format of the course will include lectures, demonstrations, and individual work. All sessions will take place in the lab.

Some practice assignments will be taken from the textbook, while others may be given to you by your instructor. The course will include graded assignments and a final examination.

ASSESSMENTS:

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class will put a student at a serious disadvantage. Many skills must be mastered, and specific information must be understood.

If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Assignments

Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student's name clearly printed on the folder tab. In addition to a printed version, all assignments will also be submitted electronically through Moodle, before the beginning of class. Late assignments must be e-mailed and have a subject line of "**MICR105, Assignment Description**". The description to use for any given assignment may be found in the Syllabus. Please e-mail assignments from the computer lab. *Marks will be deducted for improperly presented/handed-in work.*

All assignments must be submitted ***before the beginning of class*** on the day requested unless previous arrangements have been made ***in writing*** with the instructor.

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.

Marking Scheme for Assignments

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

- typing errors
- spelling errors
- not following instructions
- functional errors
- incomplete printouts

1-3 marks will be deducted for all minor errors

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Final Exam

The final exam must be written and completed within the scheduled College fall exam period. Reference materials may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written within a week of your return.

REQUIRED TEXTBOOKS AND MATERIALS

Pratt, P. J., & Last, M. Z. (2017). *Microsoft Access 2016: Comprehensive Edition* (Shelly Cashman Series). Boston, MA: Cengage Learning.
ISBN 978-1-305-87063-5

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 College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

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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): lac@yukoncollege.yk.ca.

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SYLLABUS (subject to revision)

Day	Date	Chapter	Due Dates
Monday	Nov 4	Chapter 1 (Databases and Database Objects: An Intro)	
Wednesday	Nov 6	Chapter 1	
Friday	Nov 8	Chapter 1	
Wednesday	Nov 13	Chapter 1 (Lab)	
Friday	Nov 15	Chapter 2 (Querying a Database)	Assignment 1
Monday	Nov 18	Chapter 2	
Wednesday	Nov 20	Chapter 2	
Friday	Nov 22	Chapter 2 (Lab)	
Monday	Nov 25	Chapter 3 (Maintaining a Database)	Assignment 2
Wednesday	Nov 27	Chapter 3	
Friday	Nov 29	Chapter 3(Lab)	
Monday	Dec 2	Chapter 4 (Creating Reports and Forms)	Assignment 3
Wednesday	Dec 4	Chapter 4	
Friday	Dec 6	Chapter 4(Lab) (Practice Exam)	Assignment 4 Sunday Dec. 10
Final Exam - Week of December 9, 2019			

ASSIGNMENTS

<p>Chapter 1 Lab 1: Garden Naturally Database_AC 60 Lab 2: Museum Gift Shop Database_AC 63 Lab 3: Camshay Marketing Database_AC 64 (part 1 only)</p>
<p>Chapter 2 Lab 1: Querying Garden Naturally_AC 117 Lab 2: Querying Museum Gift Shop_AC 118 Lab 3: Camshay Marketing Database_AC 120 (part 1 only)</p>
<p>Chapter 3 Lab 1: Maintaining Garden Naturally_AC 173 Lab 2: Maintaining Museum Gift Shop_AC 175 Lab 3: Camshay Marketing Database_AC 176 (part 1 only)</p>
<p>Chapter 4 Lab 1: Presenting Data in Horticulture4U_AC 226 Lab 2: Presenting Data in SciTech Sundries_AC 228 Lab 3: JSP Analysis_AC 230 (part 1 only)</p>