YukonCollege

COURSE OUTLINE

BUS 175z

MICROCOMPUTER APPLICATIONS 4 – MICROSOFT ACCESS

24 HOURS
1.5 CREDITS

PREPARED BY: Annie-Claude Letendre, Instructor   DATE: November, 2017

APPROVED BY: Margaret Dumkee, Dean   DATE: November, 2017

APPROVED BY ACADEMIC COUNCIL

Updated: November 2017

MICROCOMPUTER APPLICATIONS 4- MICROSOFT ACCESS

INSTRUCTOR: Annie-Claude Letendre   **OFFICE HOURS:** by appointment

OFFICE LOCATION: **CLASSROOM:** On-line

E-MAIL: aletendre@yukoncollege.yk.ca   **TIME:** by appointment

TELEPHONE: **DATES:** Jan. 3 to April 12, 2018

COURSE DESCRIPTION

BUS 175z is an online course in which students will be instructed in preparing and manipulating a database using Microsoft Access 2016. Databases are powerful tools for the storage and manipulation of information and relational databases, such as Microsoft Access 2016, 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 175z. Students are required to have: a working ability with Windows, good keyboarding and mouse skills, grammar and spelling skills.

EQUIVALENCY OR TRANSFERABILITY

No course transfers exist for this course.

LEARNING OUTCOMES

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

- Access Common Elements.
- Create Databases and Database Objects
- Query a Database.
- Maintain a Database.
- Create Reports and Forms.
- Use Advanced Report Techniques.
- Use SQL.

COURSE FORMAT

Course instruction will be "Self-Paced" and instruction will take place through short videos with additional aids including online tutorials, self-graded quizzes, as well as, office hours (in-person or through videoconferencing) for students with questions about the course material. Each class will be part of a course-long project and upon completion of the course, students will have prepared a variety of documents using many of the tools and techniques of the program. Students will use the concepts covered in the chapter assignments. Students should also plan to spend extra hours throughout the week to complete each chapter, and work on the course assignments.

ASSESSMENTS

Attendance & Participation

Regular student participation is essential. The material covered in each chapter will be cumulative, and missing a chapter will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great deal of specific information must be understood.

Assignments

Eight assignments will need to be completed for the course. The assignments will require students to use the tools and techniques learned in class and will provide practical experience creating, maintaining, and querying a database, creating forms and reports, as well as, using a SQL. The due date for each assignment is different; see syllabus. Contact the instructor if you need to arrange alternate dates. **Late assignments will lose 10% per day penalty for each of the first three days. No assignments will be accepted more than 3 days past the due date.** The due date is considered Day 1.

Assignments must be handed in via Moodle (yukoncollege.me). Marks will be deducted for improperly presented work. All assignments must be submitted on or before the day requested, unless previous arrangements have been made in writing with the instructor.

An electronic version of each assignment including a marking rubric will be handed-in via Moodle before the specified due date.

Final Exam

A final exam will be scheduled during the final exam period (April 16 to 25). If you are ready to take the final exam before this time, please speak with your instructor. 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 (7.5% each)	60%
Final Exam	40%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Textbook

Pratt, P. J. and Last, M.Z. (2017). Microsoft® Office 365™ Access 2016: Comprehensive. Boston, MA: Cengage Learning.

SAM student access code

Materials

It is strongly recommended that students use a PC to complete this course. Although it is possible to use a Mac, the textbook only provides the instructions pertaining to PCs. It is also recommended that students purchase a USB disk 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 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.

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.

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.

SYLLABUS

Week	Topic	Suggested Completion Date	Assignment Due Date **(On or Before)**
1	Module 1	January 8th	
2	Module 2	January 15th	
3	Module 3	January 22nd	**Assignments 1 and 2 January 19th**
4	Module 4	January 29th	
5	Module 5	February 5th	**Assignments 3 and 4 February 5th**
6	Module 6	February 12th	
7	Module 7	February 19th	
8	Module 8	February 26th	
9	Module 9	March 5th	**Assignments 5,6 March 5th**
10	Module 10	March 12th	
11	Module 10	March 19th	
12	Module 11	March 26th	
13	Final Exam Review	April 2nd	**Assignments 7,8 April 2nd**
14	Final Exam Review	April 9th	
Final exam will be scheduled during the final exam period (April 16 to 25)			