Yukon University	**School of Business and Leadership**
	MICR 105 **Introduction to Access**
	Term: Fall 2024 **Number of Credits: 1.5**
	Course Outline

INSTRUCTOR: **Deanna McNaught**
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OFFICE HOURS: **By appointment**
DELIVERY: **Online synchronous**
CLASS SCHEDULE: **October 21 to December 12, 2024; Mondays and Wednesdays; 9 to 10:20 am**
CLASSROOM: **Via Zoom – link to be provided in Moodle once course begins**

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

Students who successfully complete this course will have achieved core competency in knowledge of Yukon First Nations. By the end of this course, students will have greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination. For details, please see www.yukonu.ca/yfnccr

LEARNING OUTCOMES

Upon successful 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

There will be 2 online classes per week. It is expected that this course will require at least 3 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 on Zoom through lectures, demonstrations, and individual work. Access is a Microsoft program and works on desktop IBM-based computers and laptops. Access does not work on Mac computers or laptops. Course information will be accessed through our Moodle found under "My Courses" on www.yukonu.ca. Students will work through an open resource textbook (free) that will be hosted on Moodle.

EVALUATION

Assignment 1	20%
Assignment 2	20%
Assignment 3	20%
Assignment 4	20%
Assignment 5	20%
Total	100%

There are no tests or exams in this course. All grades will come from hands-on assignments.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. 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) before the cut-off date.** Refer to the YukonU website for important dates.

TEXTBOOKS and LEARNING MATERIALS

There is no textbook to purchase for this course. There is an open resource text that will be provided on Moodle.

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.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

The course schedule will be provided to students when the course begins.