

**Hagerstown Community College  
OFFICIAL MASTER SYLLABUS DOCUMENT**

**COURSE:** IST 107 Database Fundamentals – 3 credits

**INSTRUCTOR:** **SEMESTER/YEAR:** Fall 2017

**CONTACT INFORMATION:** [dacourter@hagerstowncc.edu](mailto:dacourter@hagerstowncc.edu)

**COURSE DESCRIPTION:**

This course is intended as a first course in database management, Microsoft Access is a relational database management system which enables users to manipulate data without redundancy by defining relationships between sets of data. The following database management skills are encountered through the use of business applications: creating and modifying the structure of tables, creating and editing data, sorting, indexing, and querying a database.

**TEXTBOOK:**

Exploring Microsoft Access 2016, Comprehensive. 2016, Poatsy, Cameron, Williams.  
Pearson/Prentice Hall

**STUDENT LEARNING OUTCOMES:**

- Demonstrate the value of using a Database Management System to store and retrieve information.
- Understand the basic design and implementation strategies for the development of online databases.
- Develop a working knowledge of a particular Database Management System (in this case, Access 2013).
- Develop sophisticated queries and reports based on the database.
- Learn how queries and reports can support the business decision-making processes.
- Use the database to integrate with other programs such as Word Processing and Spreadsheet.

**TOTAL HOURS OF COURSEWORK:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

In-class instruction	<b>45 instructional hours</b>
Doctor's Office	Doctor's Office database created in class over several weeks. = <b>5 hours</b>
Simulation Training	1 Simulation Project per 10 chapters @ 2 hours each = <b>10 hours</b>
Chapter Grader Projects	1 Grader Project per 10 chapters @ 2 hours each = <b>20 hours</b>
Course Capstone Project	<b>28 hours</b>
	<b>Total hours=108 hours</b>

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.