Hagerstown Community College Master Syllabus
IST 107: Database Fundamentals

Course Information

IST 107: Database Fundamentals
3 Credits
Fall 2018
August 27 through December 14, 2018
Monday from 10:00 to 11:15 a.m.

Instructor Information

Instructor: Douglas Courter

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 and Course Materials

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

Student Learning Outcomes

- Upon completion of this course, students will be able to:
- 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.

Definition of Credit Hour: Classroom Courses

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 in 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 complete at least 2 hours of coursework outside of class for each hour of in-class coursework.

Minimum clock hours required for this course

Classwork type	DIRECT Faculty Instruction In-class (hybrid) **22.5 hours required**	Student Work Out of Classroom **90 hours required**
In-class instruction	22.5 hours	
Doctor's Office		5 hours
Simulation Training (10)		10 hours
Chapter Grader Projects (10)		15 hours
Mini-Capstone (2)		20 hours
Course Capstone Project		40 hours
Total	**22.5 hours**	**90 hours**

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 or at 240-500-2530.