



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Data Acquisition and Analysis
Course Number: CIS222

Required Materials

Textbook(s): Exploring Microsoft Office 365: Access 2021, 1st Edition ISBN: 9780137602506
Required Readings: Assigned textbook
Additional Materials: None

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Introduction to Access <ul style="list-style-type: none"> • Start Here Page content, Chapter 1, and Week 1 materials folder • Syllabus Quiz • Introduction Discussion • Chapter 1 Case Analysis
Week 2	Tables & Queries in Relational Databases <ul style="list-style-type: none"> • Read Chapter 2 • All items in the materials folder • Chapter 2 Case Analysis
Week 3	Using Queries to Make Decisions <ul style="list-style-type: none"> • Read Chapter 3 • All items in the materials folder • Chapter 3 Case Analysis
Week 4	Creating and Using Professional Forms & Reports <ul style="list-style-type: none"> • Read Chapter 4 • All items in the materials folder • Chapter 4 Case Analysis
Week 5	PROJECT 1
Week 6	Data Validation & Data Analysis <ul style="list-style-type: none"> • Read Chapter 5 • All items in the materials folder • Chapter 5 Case Analysis
Week 7	Action & Specialized Queries <ul style="list-style-type: none"> • Read Chapter 6

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> • All items in the materials folder • Chapter 6 Case Analysis
Week 8	Advanced Forms & Reports <ul style="list-style-type: none"> • Read Chapter 7 • All items in the materials folder • Chapter 7 Case Analysis
Week 9	PROJECT 2
Week 10	Get Connected <ul style="list-style-type: none"> • Read Chapter 8 • All items in the materials folder • Chapter 8 Case Analysis
Week 11	Fine-Tuning the Database <ul style="list-style-type: none"> • Read Chapter 9 • All items in the materials folder • Chapter 9 Case Analysis
Week 12	Using Macros & SQL in Access <ul style="list-style-type: none"> • Read Chapter 10 • All items in the materials folder • Chapter 10 Case Analysis
Week 13	PROJECT 3
Week 14	PROJECT 4
Week 15-16	PROJECT 5