

CIS 100 Week 3 Part 2 Checklist

■ Office 2019 text  
 ■ SAM Exams, Projects, Training, & important info  
 ■ Hyperlinks  
 ■ Due dates Other info

Week	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Thurs., Sept. 12.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Practice Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for Word Module 3.	<input type="checkbox"/> SAM Word Module 3 REAL Exam due by Monday, Sept. 16, 11:59pm.
	3. SAM Real Exam (required)	<input type="checkbox"/>	-Complete the SAM Real Exam for Word Module 3.	
	4. Download module folders	<input type="checkbox"/>	-Download the Excel folders from Watson's Website for Excel Module 1 and Excel Module 2.	
		<input type="checkbox"/>	-Unzip the folders & label each with "CRN# <i>firstname lastname Excel Module 1</i> " and "CRN# <i>firstname lastname Excel Module 2</i> ".	<input type="checkbox"/> Make sure your Excel folders are <a href="#">labeled correctly</a> .
		<input type="checkbox"/>	-Delete the Excel zip files. You won't need them any longer.	
	5. Excel Module 1 Getting Started with Excel	<input type="checkbox"/>	-Using the SAM Excel Module 1 Textbook Project file, read and complete the step-by-step instructions in Excel Module 1 chapter.	
		<input type="checkbox"/>	-Using the SAM Excel Module 2 Textbook Project file, read and complete the step-by-step instructions in Excel Module 2 chapter.	
	6. Excel Module 2 Formatting a Worksheet	<input type="checkbox"/>	-Instructions in textbook will tell you when to save.	
		<input type="checkbox"/>	OR Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.	
Week 3 Part 2 begins Thurs., Sept. 12.		<input type="checkbox"/>	<u>Excel Module 1</u> -Part 1 <a href="https://www.youtube.com/watch?v=W5YsWsax2Hk">https://www.youtube.com/watch?v=W5YsWsax2Hk</a>	<input type="checkbox"/> SAM Excel Module 1 & 2 textbook projects due by Monday, Sept. 16, 11:59PM
		<input type="checkbox"/>	-Part 2 <a href="https://www.youtube.com/watch?v=w_ly638MbG8">https://www.youtube.com/watch?v=w_ly638MbG8</a>	
		<input type="checkbox"/>	<u>Excel Module 2</u> -Part 1 <a href="https://www.youtube.com/watch?v=9Oww1IOzCJQ">https://www.youtube.com/watch?v=9Oww1IOzCJQ</a>	
		<input type="checkbox"/>	-Part 2 <a href="https://www.youtube.com/watch?v=p72ijWP3miU">https://www.youtube.com/watch?v=p72ijWP3miU</a>	
		<input type="checkbox"/>	-Save Module 1 project in Excel Module 1 folder.	
		<input type="checkbox"/>	-Save Module 2 project in Module 2 folder.	
		<input type="checkbox"/>	-Upload completed project into SAM for grading.	
		<input type="checkbox"/>	-Look at grading report and fix original project file.	
		<input type="checkbox"/>	-Then reupload for grading again.	
		Cont'd next pg...		

<p>Week 3 Part 2 begins Thurs., Sept. 12.</p>	<p>7. SAM Excel Trainings (required)</p> <p>8. SAM Excel Projects (required)</p> <p>9. Calculate your grade</p> <p>10. Turn in folders</p>	<p><input type="checkbox"/> -SAM Trainings for Excel Module 1 and Module 2 – Read &amp; follow instructions in SAM. Save time, just do ‘Apply’.</p> <p><input type="checkbox"/> -SAM Excel Module 1 and Module 2 Projects – Read &amp; follow instructions in SAM to download project instruction files and project start files.</p> <p><input type="checkbox"/> -Upload start files back into SAM for grading.</p> <p><input type="checkbox"/> -Save SAM Excel Module 1 project file in Excel Module 1 folder.</p> <p><input type="checkbox"/> -Save SAM Excel Module 2 project file in Excel Module 2 folder.</p> <p><input type="checkbox"/> -You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for better scores.</p> <p><input type="checkbox"/> <u>-Calculate your grade for 8-week CIS 100.</u></p> <p><input type="checkbox"/> -Turn in folders EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.</p>	<p><input type="checkbox"/> SAM Trainings due by Monday, Sept. 16, 11:59pm.</p> <p><input type="checkbox"/> SAM Projects due by Monday, Sept. 16, 11:59pm.</p> <p><input type="checkbox"/> <u>Drag Excel Module 1 and Module 2 folders into Google Drive “Drag Folders Here” folder by Monday, Sept. 16, 11:59pm.</u></p>
	<p>11. Blog and email</p>	<p><input type="checkbox"/> Check <a href="#">class blog</a> several times a week. Ask questions, read answers/comments on the blog.</p> <p><input type="checkbox"/> Check personal email several times a week.</p>	