**CIS 100 Week 5 Part 1 Checklist**

**Office 2019 text Exams, quizzes, important info Hyperlinks Due Dates Comments**

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| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 5 Part 1 begins Monday, Sept. 23.**  **Week 5 Part 1 cont’d., Monday, Sept. 23.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Excel Capstone**  **Project (Required)**  **3. SAM Practice Excel Exam**  **4. SAM Excel REAL EXAM**  **5. SAM ‘REAL’ Integration Exam (required)**  **6. Do you have MS Access software?**  **7. What is a database?**  **8. Download Access folder.**  **Office 2019 textbook**  **9. Access**  **Module 1**  **Getting Started**  **10. SAM Access Training (required)**  **11. SAM Access Project (required)**  **12. Turn in folder**  **13. FYI** |  | **-Use weekly assignment checklist to check off completed work.**  **-SAM Capstone Project Excel Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file.**  **-Save project file in Excel Module 4 folder.**  **-Upload start file back into SAM for grading.**  **-Turn in Access Module 4 folder (again).**  **-Use SAM Excel practice exam for Module 4 to prepare for the ‘REAL’ exam.**    **-Complete the SAM REAL Exam for Excel Module 4. REAL Exams are required. You are only allowed 1 chance on REAL Exams.**  **-Complete the SAM REAL Exam for Integration Module 1.**  **-This course requires Office 365** **for** **Windows computers. However, if your version of Office 365 does not have all of the software required for CIS 100, login to this class in Canvas to use** [**AppStream**](http://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/AppStream%20is%20an%20AWS%20application.pdf) **to connect to the campus network.**  **-If you have the free version of Office 365 on your personal computer, it does not have all necessary software. You will need to use Canvas AppStream for Office 365 software.**  **-MAC users will need to use Canvas AppStream for Office 365 software and Windows 10.**  **-Watch this video:** [**Introduction to Databases**](http://www.youtube.com/watch?v=eXiCza050ug)  **-Download the Access Module 1 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**.**  **-Folder procedure is same as in previous weeks.**  **-Download the textbook project start files from SAM for Access Module 1.**  **-Use the start files and follow step-by-step instructions in the textbook for Access Module 1.**  **OR**  **Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects. You may need to login to YouTube first.**  **Access Module 1**  **-Part 1**  [**https://www.youtube.com/watch?v=2B8oM6bzGfM**](https://www.youtube.com/watch?v=2B8oM6bzGfM)  **-Part 2**  [**https://www.youtube.com/watch?v=K4hNWVpO5IY**](https://www.youtube.com/watch?v=K4hNWVpO5IY)  **-When finished, upload into SAM for grading.**  **-Save the completed textbook project file in your Access Module 1 folder.**  **-Complete the Apply mode in training for Access Module 1.**  **-Download the SAM Access Module 1 project start file with instruction file (and/or support files). Complete all steps and upload in SAM for grading.**  **-Save SAM project file in Access Module 1 folder.**  **-Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required for your attendance.**  **-Watch** [**Super DBA**](https://www.youtube.com/watch?v=UZuZkhbNPjs) | **SAM Excel Modules 1-4 Capstone Project due Thursday,**  **Sept. 26, 11:59pm.**  **SAM REAL Exam for Excel Module 4 due by Thursday, Sept. 26, by 11:59pm.**  **SAM REAL Exam for Integration Module 1 due by Thursday, Sept. 26, by 11:59pm.**  **SAM Access Module 1 textbook project due Thursday, Sept. 26, 11:59pm.**  **SAM Access Module 1 training and SAM project due Thursday, Sept. 26, 11:59pm.**  [**Drag Access Module 1 folder into Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Monday, Thurs., Sept. 26, 11:59pm.** |
|  | **14. Blog & email** |  | **-Read blog several times per week.** [**CIS 100 Blog**](https://accounts.google.com/ServiceLogin?service=blogger&passive=1209600&continue=http://www.blogger.com/home?pli%3D1&followup=http://www.blogger.com/home?pli%3D1&ltmpl=start#s01)**.**  **-Check personal email several times a week.** |  |