

## CIS 100 Week 5 Part 1 Checklist

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

Date	Topic	✓	Assignments	Due Dates
Week 5 Part 1 begins Monday, Sept. 23.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	<input type="checkbox"/> SAM Excel Modules 1-4 Capstone Project due Thursday, Sept. 26, 11:59pm. <input type="checkbox"/> SAM REAL Exam for Excel Module 4 due by Thursday, Sept. 26, by 11:59pm. <input type="checkbox"/> SAM REAL Exam for Integration Module 1 due by Thursday, Sept. 26, by 11:59pm.
	2. SAM Excel Capstone Project (Required)	<input type="checkbox"/>	-SAM Capstone Project Excel Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file.	
		<input type="checkbox"/>	-Save project file in Excel Module 4 folder.	
		<input type="checkbox"/>	-Upload start file back into SAM for grading.	
		<input type="checkbox"/>	-Turn in Access Module 4 folder (again).	
	3. SAM Practice Excel Exam	<input type="checkbox"/>	-Use SAM Excel practice exam for Module 4 to prepare for the 'REAL' exam.	
	4. SAM Excel REAL EXAM	<input type="checkbox"/>	-Complete the SAM REAL Exam for Excel Module 4. REAL Exams are <u>required</u> . You are only allowed 1 chance on REAL Exams.	
	5. SAM 'REAL' Integration Exam (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for Integration Module 1.	
6. Do you have MS Access software?	<input type="checkbox"/>	-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 <a href="#">AppStream</a> to connect to the campus network.		
	<input type="checkbox"/>	-If you have the free version of Office 365 on your personal computer, it <u>does not</u> have all necessary software. You will need to use Canvas AppStream for Office 365 software.		
	<input type="checkbox"/>	-MAC users will need to use Canvas AppStream for Office 365 software and Windows 10.		
7. What is a database?	<input type="checkbox"/>	-Watch this video: <a href="#">Introduction to Databases</a>		
	<input type="checkbox"/>	-Download the Access Module 1 folder from Watson's Website <a href="#">Folders page</a> .		
8. Download Access folder.	<input type="checkbox"/>	-Folder procedure is same as in previous weeks.		

Instructor reserves the right to make changes as deemed reasonable and/or necessary.

<p>Week 5 Part 1 cont'd., Monday, Sept. 23.</p>	<p>Office 2019 textbook</p> <p>9. Access Module 1 Getting Started</p> <p>10. SAM Access Training (required)</p> <p>11. SAM Access Project (required)</p> <p>12. Turn in folder</p> <p>13. FYI</p>	<p><input type="checkbox"/> -Download the textbook project start files from SAM for Access Module 1.</p> <p><input type="checkbox"/> -Use the start files and follow step-by-step instructions in the textbook for Access Module 1.</p> <p>OR</p> <p>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.</p> <p><u>Access Module 1</u></p> <p><input type="checkbox"/> -Part 1 <a href="https://www.youtube.com/watch?v=2B8oM6bzGfM">https://www.youtube.com/watch?v=2B8oM6bzGfM</a></p> <p><input type="checkbox"/> -Part 2 <a href="https://www.youtube.com/watch?v=K4hNWVpO5IY">https://www.youtube.com/watch?v=K4hNWVpO5IY</a></p> <p><input type="checkbox"/> -When finished, upload into SAM for grading.</p> <p><input type="checkbox"/> -Save the completed textbook project file in your Access Module 1 folder.</p> <p><input type="checkbox"/> -Complete the Apply mode in training for Access Module 1.</p> <p><input type="checkbox"/> -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.</p> <p><input type="checkbox"/> -Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required for your attendance.</p> <p><input type="checkbox"/> -Watch <a href="#">Super DBA</a></p>	<p><input type="checkbox"/> SAM Access Module 1 textbook project due Thursday, Sept. 26, 11:59pm.</p> <p><input type="checkbox"/> SAM Access Module 1 training and SAM project due Thursday, Sept. 26, 11:59pm.</p> <p><input type="checkbox"/> <a href="#">Drag Access Module 1 folder into Google Drive “Drag Folders Here” folder by Monday, Thurs., Sept. 26, 11:59pm.</a></p>
	<p>14. Blog &amp; email</p>	<p><input type="checkbox"/> -Read blog several times per week. <a href="#">CIS 100 Blog.</a></p> <p><input type="checkbox"/> -Check personal email several times a week.</p>	