

Week 5 Part 2 Checklist

■ Office 2019 text

■ Exams, quizzes, important info

■ Hyperlinks

■ Due Dates

■ Comments

Week	Topics	✓	Assignments	Due Dates
Week 5 begins Thursday, Sept. 26.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Access Practice Exams	<input type="checkbox"/>	-Use the SAM Practice Exam for Access Module 1 to prepare for the REAL Exam.	<input type="checkbox"/> SAM REAL Exam for Access Module 1 due by Monday, Sept. 30, by 11:59pm.
	3. SAM Access REAL Exams (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for Access Module 1 .	
	4. Do you have MS Access software?	<input type="checkbox"/>	-This course requires Microsoft Access. If you do not have Access on your computer, see Week 5 Part 1 checklist for instructions.	
	5. Download folder	<input type="checkbox"/> <input type="checkbox"/>	-Download the Access Module 2 folder from Watson's Website Folders page . -Folder procedure same as in previous weeks.	
	...Office 2019 textbook			
	6. Access Module 2: Building Tables & Relationships	<input type="checkbox"/> <input type="checkbox"/>	-Download the textbook project start files in SAM for Access Module 2. -Use the start file and follow step-by-step instructions in the textbook for Access Module 2. OR	
			Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.	
		<input type="checkbox"/>	<u>Access Module 2</u> -Part 1 https://www.youtube.com/watch?v=bleU4CIN6oo	<input type="checkbox"/> SAM Access Module 2 textbook project due Monday, Sept. 30, 11:59pm.
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=TFG0G0hpUOk	
	<input type="checkbox"/>	-When finished, upload into SAM for grading.		
	<input type="checkbox"/>	-Save the completed textbook project file in your Access Module 2 folder.		

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

<p>Week 5 Thursday, Sept. 26 cont'd.</p>	<p>7. SAM Access Training (required)</p> <p>8. SAM Access Project (required)</p> <p>9. Turn in folder</p> <p>10. FYI</p>	<p><input type="checkbox"/> -Complete the Apply mode in training for Access Module 2.</p> <p><input type="checkbox"/> -Download the SAM Access Module 2 project start file with instruction file (and/or support files).</p> <p><input type="checkbox"/> -Complete all steps and upload in SAM for grading.</p> <p><input type="checkbox"/> -Save in Access Module 2 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"/> -Windows 11 vs. Windows 10: Major Differences You'll Want to Know</p>	<p><input type="checkbox"/> SAM Access Module 2 training and SAM project due Monday, Sept. 30, 11:59pm.</p> <p><input type="checkbox"/> Drag Access Module 2 folder into Google Drive "Drag Folders Here" folder by Monday, Sept. 30, 11:59pm.</p>
	<p>11. Blog & email</p>	<p><input type="checkbox"/> -Check email several times per week.</p> <p><input type="checkbox"/> -Read blog several times per week. CIS 100 Blog.</p>	

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