### Week 6 Part 1 Checklist

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

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| --- | --- | --- | --- | --- |
| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 6** **Part 1** **begins Monday, Sept. 30.****Week 6****Part 1** **begins Monday, Sept. 30.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Access Practice Exam (not required)****3. SAM Access REAL Exam (required)****4. Download folder****…Office 2019 textbook****5. Access Module 3:** **Creating Queries****6. SAM Access Training (required)****7. SAM Access Project (required)****\*\*\* HONORS STUDENTS ONLY****8. Turn in folder****9. Watch video****10. For fun…** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use weekly assignment checklist to check off completed work.** **-Use the SAM Practice Exam for Access Module 2 to prepare for the REAL Exam.****-Complete the SAM REAL Exam for Access Module 2.****NOTE: If you do not have Microsoft Access on your computer, use** [**AppStream**](http://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/AppStream%20is%20an%20AWS%20application.pdf) **in Canvas for connecting to the OCC Campus network. Then you will be able to use MS Access to do SAM projects. Or borrow a friend or relative’s Windows laptop that has Office 365.****-Download the Access Module 3 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**.** **-Folder procedure same as in previous weeks.****-Download the textbook project start files in SAM for Access Module 3.** **-Use the start file and follow step-by-step instructions in the textbook for Access Module 3.** **OR****Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.Access Module 3** **-Part 1**[**https://www.youtube.com/watch?v=U90UJVtVTxk**](https://www.youtube.com/watch?v=U90UJVtVTxk)**-Part 2**[**https://www.youtube.com/watch?v=jOJKcRDrRWQ**](https://www.youtube.com/watch?v=jOJKcRDrRWQ)**-Part 3**[**https://www.youtube.com/watch?v=I5Owf0qt2m8**](https://www.youtube.com/watch?v=I5Owf0qt2m8)**-When finished, upload into SAM for grading.** **-Save the completed textbook project file in your Access Module 3 folder.****-Complete the Apply mode in training for Access Module 3.** **-Download the SAM Access Module 3 project start file with instruction file (and/or support files). Complete all steps and upload in SAM for grading.****-HONORS STUDENT ONLY PROJECT (If you are not enrolled in the Honors CIS 100 section, you do not need to do this project.)****-SAM Resume Assistant Powered by LinkedIn in Word****-Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required to account for your attendance.****-**[**Database Administration as a Career**](https://www.youtube.com/watch?v=GKAnWFOyk8E)**-** [**Seven Databases in a Song**](https://www.youtube.com/watch?v=jyx8iP5tfCI) | [ ]  **SAM REAL Exam for Access Module 2 due by Thursday, Oct. 3, by 11:59pm.** [ ]  **SAM Access Module 3 textbook project due Thursday, Oct. 3, 11:59pm.**[ ]  **All SAM Trainings and Projects due Thursday, Oct. 3, 11:59pm.**[ ]  [**Drag Access Module 3 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 Thursday, Oct. 3, 11:59pm.** |
|  | **11. Blog & email** | [ ] [ ]  | **-Check email several times per week.****-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)**.** |  |