### Week 6 Part 1 Checklist

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)**.** |  |