

## Weeks 6 Part 2 Checklist

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

Week	Topics	✓	Assignments	Due Dates
Week 6 Part 2 Thursday, Oct. 3.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Access Practice Exam (not required)	<input type="checkbox"/>	-Use the SAM Access Practice Exam to prepare for the real exam.	
	3. SAM Access REAL Exam (required)	<input type="checkbox"/>	-Complete the SAM 'REAL' Access Exam for Module 3. Unlike practice exams, you only get 1 try on 'real' exams.	<input type="checkbox"/> SAM REAL Access Module 3 REAL Exam is due by <u>Mon., Oct. 7</u> , by 11:59pm.
	4. Download folder	<input type="checkbox"/>	-Download the Access Module 4 folder from Watson's Website <a href="#">Folders page</a> .	
		<input type="checkbox"/>	-Folder procedure is same as previously instructed.	
	5. Access Module 4 Working with Forms and Reports	<input type="checkbox"/>	-Download the textbook project start files in SAM for Access Module 4.	
	<input type="checkbox"/>	-Use the start file and follow step-by-step instructions in the textbook for Access Module 4.		
		<input type="checkbox"/>	OR Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects. <u>Access Module 4</u>	
		<input type="checkbox"/>	-Part 1 <a href="https://www.youtube.com/watch?v=f8xt1_DRcYQ">https://www.youtube.com/watch?v=f8xt1_DRcYQ</a>	<input type="checkbox"/> SAM Access Module 4 textbook project due <u>Mon., Oct. 7</u> , 11:59pm.
		<input type="checkbox"/>	-Part 2 <a href="https://www.youtube.com/watch?v=8JZHwhyZ0I">https://www.youtube.com/watch?v=8JZHwhyZ0I</a>	
		<input type="checkbox"/>	-When finished, upload into SAM for grading.	
		<input type="checkbox"/>	-Save the completed textbook project file in your Access Module 4 folder.	<input type="checkbox"/> SAM Access Module 4 training due <u>Mon., Oct. 7</u> , 11:59pm.
	6. SAM Training (required)	<input type="checkbox"/>	-Complete the Apply mode in training for <u>Access Module 4</u> .	

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

<p>Week 6 Part 2 Thursday, Oct. 3.</p>	<p>7. SAM Project (required)</p>	<input type="checkbox"/> -Download the SAM <u>Access Module 4</u> project start file with instruction file (and/or support files). <input type="checkbox"/> -Complete all steps in project and upload in SAM for grading. <input type="checkbox"/> -Save project file(s) in Access Module 4 folder.	<input type="checkbox"/> SAM Access Module 4 project due <u>Mon., Oct. 7, 11:59pm.</u>
	<p>8. Turn in folder</p>	<input type="checkbox"/> -Turn in Access Module 4 folder.  <p>NOTE: There are no SAM projects for Integration chapters.</p>	<input type="checkbox"/> <u>Drag Access Module 4 folder into Google Drive “Drag Folders Here” folder by Mon., Oct. 7, 11:59pm.</u>
	<p>9. Download folder</p>	<input type="checkbox"/> -Download the Integration Module 2 folder from Watson’s Website <u>Folders page</u> . <input type="checkbox"/> -Folder procedure is same as previously instructed.	
	<p>... Office 2019 text...</p>		
	<p>10. Integration Module 2. Integrating Word, Excel, &amp; Access</p>	<input type="checkbox"/> -Using the files in Integration Module 2 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, & Access Module 2 chapter in the textbook. <input type="checkbox"/> -Textbook instructions tell you what to name your files. <input type="checkbox"/> -Save all work into the Integration Module 2 folder.	
	<p>11. Turn in folder</p>	<input type="checkbox"/> -Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required to account for your attendance.	<input type="checkbox"/> <u>Drag Integration Module 2 folder into Google Drive “Drag Folders Here” folder by Mon., Oct. 7, 11:59pm.</u>
	<p>12. SAM Training</p>	<input type="checkbox"/> -Complete the Apply mode in training for <u>Integration Module 2</u> .	
	<p>13. SAM Practice Exam</p>	<input type="checkbox"/> -Use the SAM Practice Exam for <u>Integration Module 2</u> to prepare for the REAL Exam.	
	<p>14. SAM REAL Exam</p>	<input type="checkbox"/> -Complete the SAM REAL Exam for <u>Integration Module 2</u> .	<input type="checkbox"/> SAM Integration training & REAL Exam are due next week, <u>Mon., Oct. 7, 11:59pm.</u>
	<p>15. FYI</p>	<input type="checkbox"/> - <u>Zillow</u> – Rentals – Sales - Financing	
	<p>16. Blog &amp; email</p>	<input type="checkbox"/> -Check email several times per week. <input type="checkbox"/> -Read blog several times per week. <u>CIS 100 Blog</u> .	

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

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