			Week 7 Part 1 Checklist	

Week	Topics	✔	Assignments	Due Dates
Week 7 Part 1 Monday, Oct. 7.	1. Use weekly checklist	☐	-Use weekly assignment checklist to check off completed work.	☐ SAM Access Modules 1-4 Capstone Project due Thursday, Oct. 10, 11:59pm.
	2. SAM Access Capstone Project (Required)	☐ ☐ ☐ ☐	-SAM Capstone Project Access Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file. -Save project file in Access Module 4 folder. -Upload start file back into SAM for grading. -Turn in Access Module 4 folder (again).	
	3. SAM Access Practice Exam (not required)	☐	-Use the SAM Access Practice Exam to prepare for the real exam.	☐ SAM REAL Access Module 4 REAL Exam is due by Thursday, Oct. 10, by 11:59pm.
	4. SAM Access REAL Exam (required)	☐	-Complete the SAM 'REAL' Access Exam for Module 4. Unlike practice exams, you only get 1 try on 'real' exams.	
	5. Download folder	☐ ☐	-Download PowerPoint Module 1 folder from Watson's Website Folders page -Folder procedure same as in previous weeks.	
	… Office 2019 text… 6. PPTX Module 1, Creating PPTX Presentations	☐ ☐	-Using the SAM PPTX Module 1 Textbook Project file, read and complete the step-by-step instructions in PPTX Module 1 chapter. NOTE: This is a blank PPTX file encrypted for the SAM PPTX Module 1 textbook project. OR These videos were created by another teacher. They show you how to do the textbook project. -PowerPoint Module 1 Part 1 https://www.youtube.com/watch?v=8C5bs4upelU	☐ SAM PPTX Module 1 textbook project due Thursday., Oct. 10, 11:59pm.

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

Week 7 Part 1 Monday, Oct. 7.		☐	-PowerPoint Module 1 Part 2 (Online Interview Preparation) https://www.youtube.com/watch?v=gYN4edNzB5Q	
		☐ ☐	-When finished, upload into SAM for grading. -Save the completed textbook project file in your PPTX Module 1 folder.	☐ SAM Training & Project due by Thursday, Oct. 10, 11:59pm.
	7. SAM Training (required)	☐	-Complete SAM Training for PPTX Module 1.	
	8. SAM Project (required)	☐	-Complete SAM Project for PPTX Module 1.	☐ Drag PPTX Module 1 folder into Google Drive "Drag Folders Here" folder by Thursday, Oct. 10, 11:59pm.
	9. Turn in folder	☐	-Turn in PPTX Module 1 folder to my Drag Folders Here on shared Google Drive.	
	10. SAM Practice Exam	☐	-Use the SAM PPTX Module 1 Practice Exam to prepare for real exam.	☐ SAM REAL PPTX Module 1 REAL Exam is due by Thursday, Oct. 10, 11:59pm.
	11. SAM REAL Exam	☐	-Complete the SAM 'REAL' PPTX Module 1 Exam.	
	***HONORS STUDENTS ONLY	☐ ☐	-HONORS STUDENT ONLY TRAINING (If you are not enrolled in the Honors CIS 100 section, you do not need to do this Training assignment.) -MOS Certification Training Use both Observe and Apply mode in Training.	☐ SAM MOS Certification Training due by Friday, Oct. 18, 11:59pm.
	12. FYI: OneDrive Cloud	☐ ☐ ☐	- **Watch this video to learn about OneDrive** - **Video for signing in or creating a OneDrive Account.** - **Login to OneDrive or Create OneDrive Account** If you already have a OneDrive account, do not create a 2nd one. Use OneDrive for free storage and online Office applications.	

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| | 13. Email and blog | ☐ | -Check email several times per week. | |
| | | ☐ | -Read blog several times per week. CIS 100 Blog. | |