

CIS 111 Week 4 Part 2 Assignment Checklist

Office 2019 text

SAM & important info

Hyperlinks

Due dates

Other info

Date	Topics	✓	Assignments	Due Dates
Week 4 Part 2 begins Thursday, Sept. 17	1. Use weekly checklist	☐	-Check previous schedules for what is due in Week 4.	☐ Complete Module 2 SAM training and project by Monday, Sept. 21, by 11:59pm. (CAVEAT: DON'T WAIT UNTIL LAST MINUTE.)
	2. SAM Training Module 2 (required)	☐	-In SAM, click on SAM Training link for Excel Module 2.	
		☐	-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.	
		☐	-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.	
	3. SAM Project Module 2 (required)	☐	-Module 2 project: Roadrunner Online project video	
		☐	-Follow project instructions in SAM. You have 5 tries to get a perfect score.	
Week 4 Part 2 begins Thursday, Sept. 17		☐	-Save Project file in Module 2 folder.	☐ Module 2 folder due Monday, Sept. 21, by 11:59pm. Drag Module 2 folder into shared Google Drive
			NOTE: Module 2 REAL Exam is scheduled for next week.	
	4. Turn in folder	☐	-Close all files inside the module folder.	
		☐	-Close the folder, too.	
		☐	-Drag your folder to my shared Google Drive.	
		☐	-Turning in something is better than turning in nothing.	
Week 4 Part 2 begins Thursday, Sept. 17	5. Read DC Ch 2	☐	-In SAM, read Discovering Computers, Chapter 2, "Connecting and Communicating Online: Internet, Websites, Media".	☐ DC Chapter 2 reading & QUIZ must be completed by Monday, Sept. 21, by 11:59pm.
	6. DC Ch 2 Quiz	☐	-In SAM complete the Chapter 2 quiz for <i>Discovering Computers</i> .	
		☐	-Make sure you have read Chapter 2 before taking the quiz.	
		☐	-DO NOT OPEN QUIZ UNLESS YOU ARE READY FOR IT. Otherwise you will be blocked from opening it a 2 nd time.	
	7. MS Excel Training Links	☐	-FYI - Microsoft provides training videos for Excel 2013. Although Excel 2013 is an older version of Excel, much of what is covered in the videos applies to Excel 2019 applications.	
	8. Practice Excel Theory exam	☐	-Use the Practice Excel Theory Exam to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled.	
		☐	-FYI – Answers for practice exam are in the textbook. If you don't know something, look it up and read about it. 😊	☐ Begin preparing for Excel Theory Exam.
	9. Blog & email	☐	-Check Blog and personal email several times a week.	