

CIS 111 Week 4 Part 2 Assignment Checklist

Office 2019 text

SAM & important info

Hyperlinks

Due dates

Other info

Date	Topics	✓ Assignments	Due Dates
<p>Week 4 Thursday Sept 19.</p>	<p>1. Use weekly checklist</p>	<p><input type="checkbox"/> -Check previous schedules for what is due in Week 4. <input type="checkbox"/> -Use checklist to keep track of your completed assignments.</p>	<p><input type="checkbox"/> Complete Module 2 SAM training and project by Tuesday, Sept. 24, by 11:59pm. <u>(CAVEAT: DON'T WAIT UNTIL LAST MINUTE.)</u></p> <p><input type="checkbox"/> Module 2 folder due Tuesday, Sept. 24, 11:59pm. Drag Module 2 folder into shared Google Drive</p> <p><input type="checkbox"/> DC Chapter 2 reading & QUIZ must be completed by Week 5, Tuesday, Sept. 24, 11:59pm.</p> <p><input type="checkbox"/> Begin preparing for Excel Theory Exam.</p>
	<p>2. SAM Training Module 2 (required)</p>	<p><input type="checkbox"/> -In SAM, click on SAM Training link for Excel Module 2. <input type="checkbox"/> -Follow instructions in training. You only need to do the 'Apply' part of training to get credit. <input type="checkbox"/> -If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.</p>	
	<p>3. SAM Project Module 2 (required)</p>	<p><input type="checkbox"/> -Module 2 project: Roadrunner Online project video <input type="checkbox"/> -Follow project instructions in SAM. You have 5 tries to get a perfect score. <input type="checkbox"/> -Save Project file in Module 2 folder.</p> <p>NOTE: Module 2 REAL Exam is scheduled for next week.</p>	
	<p>4. Turn in folder</p>	<p><input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -Turning in something is better than turning in nothing.</p>	
	<p>5. Read DC Ch 2</p>	<p><input type="checkbox"/> -In SAM, read Discovering Computers, Chapter 2, "Connecting and Communicating Online: Internet, Websites, Media".</p>	
	<p>6. DC Ch 2 Quiz</p>	<p><input type="checkbox"/> -In SAM complete the Chapter 2 quiz for <i>Discovering Computers</i>. <input type="checkbox"/> -Make sure you have read Chapter 2 before taking the quiz. <input type="checkbox"/> -DO NOT OPEN QUIZ UNLESS YOU ARE READY FOR IT. Otherwise you will be blocked from opening it a 2nd time.</p>	
	<p>7. MS Excel Training Links</p>	<p><input type="checkbox"/> -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.</p>	
	<p>8. Practice Excel Theory exam</p>	<p><input type="checkbox"/> -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.</p>	
	<p>9. Blog & email</p>	<p><input type="checkbox"/> -Check Blog several times a week. <input type="checkbox"/> -Check personal email several times a week.</p>	