

CIS 111 Week 5 Part 2 Assignment Checklist

■ Office 2019 text
 ■ SAM & important info
 ■ Hyperlinks
 ■ Due dates
 ■ Other info

Date	Topics	✓	Assignments	Due Dates	
Week 5, Thursday Sept. 26.	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.		
	2. SAM Training	<input type="checkbox"/>	-Complete the SAM Training for Module 3.	<input type="checkbox"/> Module 3 training and projects due by Tuesday, Oct. 1, 11:59pm.	
	3. SAM Project	<input type="checkbox"/>	- Complete the SAM Excel Project for Module 3, Raybridge Recruiting . Follow SAM instructions.		
	4. SAM Capstone	<input type="checkbox"/>	-Complete the SAM Module 3 Capstone project for Ensignt Healthcare Consultants . Follow SAM instructions.		
	5. Turn in folder	<input type="checkbox"/>	-Close all files inside the module folder.	<input type="checkbox"/> Module 3 folder due by Tuesday, Oct. 1, 11:59pm.	
			<input type="checkbox"/>	-Close the folder, too.	
			<input type="checkbox"/>	-Drag your folder to my shared Google Drive.	<input type="checkbox"/> Drag Module 2 folder into shared Google Drive
	6. DC Ch. 3	<input type="checkbox"/>	-Use ebook in SAM to read Chapter 3 in DISCOVERING COMPUTERS, "Computers and Mobile Devices".		
	7. DC QUIZ 3 – "Computers and Mobile Devices" (Required)	<input type="checkbox"/>	-Complete the SAM DC Quiz 3. Make sure you read the chapter first. You only get one try on quizzes.	<input type="checkbox"/> DC Ch 3 Quiz in SAM due Tuesday, Oct. 1, 11:59pm. (DO NOT WAIT UNTIL THE LAST MINUTE.)	
	8. Practice Excel Theory Exam	<input type="checkbox"/>	-Use the Practice Excel Theory Exam to prepare for the REAL Theory Exam. NOTE: Real Theory Exam will be scheduled next week.	<input type="checkbox"/> Prepare for Excel Theory Exam.	
9. FYI: Microsoft resources	<input type="checkbox"/>	-Use MS Excel Training Links if you have difficulty with Excel concepts.			
	10. Blog & email	<input type="checkbox"/>	-Check Blog several times a week.		
		<input type="checkbox"/>	-Check personal email several times a week.		