

# CIS 111 Week 14 Part 2 Assignment Schedule

■ Excel, Access, HTML   ■ Discovering Computers, important info   ■ Exams, quizzes   ■ Hyperlinks   ■ Due Dates

| Date                                               | Topic                                            | ✓                        | Assignments                                                                                                                                                                                        | Due Dates                                                                                                                             |
|----------------------------------------------------|--------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Week 14<br>Part 2<br>begins<br>Friday,<br>Nov. 27. | 1. <a href="#">Use weekly checklist</a>          | <input type="checkbox"/> | -Use checklist to keep track of your completed assignments.                                                                                                                                        | <a href="#">Please do not wait until the last minute to do your SAM assignments.</a>                                                  |
|                                                    |                                                  | <input type="checkbox"/> | -If you run into problems, post your questions on the blog.                                                                                                                                        |                                                                                                                                       |
|                                                    |                                                  | <input type="checkbox"/> | -Always do assignments in the order listed below.                                                                                                                                                  |                                                                                                                                       |
|                                                    | 2. Download folders                              | <input type="checkbox"/> | -Download Word 3 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname Word Module 3</i> .                                                                                | <a href="#">Murphy's Law: What can go wrong, will go wrong.</a>                                                                       |
|                                                    |                                                  |                          | NOTE: There is an ebook in SAM with chapter material for the Word chapters. The SAM Training, Projects, and Exams are related to the chapters in the ebook.                                        |                                                                                                                                       |
|                                                    |                                                  |                          |                                                                                                                                                                                                    |                                                                                                                                       |
|                                                    | 3. Word – Module 3<br>Formatting Text & Graphics | <input type="checkbox"/> | -FYI: Additional online help from Microsoft: <a href="#">Microsoft Training for Word</a>                                                                                                           | <input type="checkbox"/> Submit Word Module 3 folder by dragging into <a href="#">shared Google Drive folder, "Drag Folders Here"</a> |
|                                                    |                                                  | <input type="checkbox"/> | -If needed, use the <i>Illustrated Collection Microsoft Office 365 &amp; Office 2019</i> ebook in SAM for Word Module 3 chapter for detailed Word instruction to help with the Word project below. |                                                                                                                                       |
|                                                    | 4. SAM Training                                  | <input type="checkbox"/> | -SAM Training for Word Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.                                                                               |                                                                                                                                       |
|                                                    | 5. SAM Project                                   | <input type="checkbox"/> | -SAM Project for Word Module 3. Download instruction file, start file, and any supplemental files if applicable.                                                                                   | <input type="checkbox"/> All SAM assignments for Word due by Tuesday, Dec. 1, 11:59pm.                                                |
|                                                    |                                                  | <input type="checkbox"/> | -Follow downloaded instructions to complete the project.                                                                                                                                           |                                                                                                                                       |
|                                                    |                                                  | <input type="checkbox"/> | -Upload finished project to SAM for grading.                                                                                                                                                       |                                                                                                                                       |
|                                                    |                                                  | <input type="checkbox"/> | -Save project file in Word folder.                                                                                                                                                                 |                                                                                                                                       |
|                                                    | 6. SAM Practice Exam for MS Word                 | <input type="checkbox"/> | -SAM Word Module 3 practice exam is not required but strongly recommended.                                                                                                                         |                                                                                                                                       |
|                                                    | 7. SAM 'Real' Exam for MS Word                   | <input type="checkbox"/> | -SAM REAL Exam for Word Module 3.                                                                                                                                                                  |                                                                                                                                       |

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

|  |                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                       |
|--|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>8. Watch videos</p> <p>9. DC Ch 12</p> <p>10. SAM DC Quiz – Chapter 12</p> <p>11. FYI</p> | <input type="checkbox"/> - <a href="#">What is Information Systems?</a><br><input type="checkbox"/> - <a href="#">What is data mining?</a><br><input type="checkbox"/> - <a href="#">What is informatics?</a> (UCI has this major.)<br><br><input type="checkbox"/> -Read DC Module 12, “Information System Development”.<br><br><input type="checkbox"/> -Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ.<br><br><input type="checkbox"/> - <a href="#">What is Salesforce?</a><br>(Salesforce helps everyone in your company work more productively and better to deliver the personalized experiences customers love. Employers often want potential employees to know how to use Salesforce.) | <input type="checkbox"/> Complete DC Ch 12 reading before Quiz 12.<br><br><input type="checkbox"/> SAM Quiz for DC Ch 12 by Tuesday, Dec. 1, 11:59pm. |
|  | 12. <a href="#">Blog</a> & <a href="#">Gmail</a>                                             | <input type="checkbox"/> -Check your personal email 3 to 4 times throughout the week.<br><input type="checkbox"/> -Read class blog 3 to 4 times throughout the week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                       |

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