

CIS 111 Week 7 Part 2 Assignment Schedule

Excel, Access, HTML
 Discovering Computers, important info
 SAM exams, quizzes
 Hyperlinks
 Due dates

Date	Topic	✓	Assignments	REAL Due Dates
Week 7 Part 2 begins on Thursday, March 19.	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<p style="color: purple; font-weight: bold;">Please do not wait until the last minute to do your SAM assignments. <u>Murphy's Law: What can go wrong, will go wrong.</u></p> <p><input type="checkbox"/> Submit Word Modules 2 & 3 folders by Monday, March 23, midnight.</p> <p><input type="checkbox"/> All SAM assignments for Word Modules 2 & 3 due by Monday, March 23, midnight. *NO LATE EXTENSIONS</p>
	2. Download folders	<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.	
		<input type="checkbox"/>	-Download Word Module 2 and Word Module 3 folders from Watson's Website.	
		<input type="checkbox"/>	-Unzip & label folder, <i>CRN firstname lastname Word Module 2</i> and <i>CRN firstname lastname Word Module 3</i> .	
		<input type="checkbox"/>	NOTE: There is an ebook in SAM with chapter material for Word & PPTX. The SAM Training, Projects, and Exams are related to the chapters in the ebook.	
		<input type="checkbox"/>	-FYI: Additional online help from Microsoft: Microsoft Training for Word	
	3. Word – Module 2: Editing and Formatting Documents and Module 3: Formatting Text & Graphics	<input type="checkbox"/>	-In SAM, there is an ebook, <i>Illustrated Collection Microsoft Office 365 & Office 2019</i> . If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.	
	4. SAM Training	<input type="checkbox"/>	-SAM Training for Word Modules 2 & 3 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	<input type="checkbox"/>	-SAM Projects for Word Modules 2 & 3. Download instruction files, start files, and any supplemental files if applicable.	
		<input type="checkbox"/>	-Follow downloaded instructions to complete the projects.	
		<input type="checkbox"/>	-Upload finished projects to SAM for grading.	
		<input type="checkbox"/>	-Save project files in Word folder.	
	6. SAM Practice Exam for MS Word	<input type="checkbox"/>	- SAM Word Modules 2 & 3 practice exams are not required but strongly recommended. Practice exams are available for 49 tries.	
	7. SAM 'Real' Exams for MS Word	<input type="checkbox"/>	-SAM REAL Exams for Word Modules 2 & 3. Unlike practice exams, you get only one try on 'real' exams.	

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

<p>Week 7 Part 2 begins on Thursday, March 19.</p>	<p>8. Watch videos</p> <p>9. DC Ch 12</p> <p>10. SAM DC Quiz – Ch 12</p> <p>11. FYI</p>	<p>-What is Information Systems? -What is data mining? -What is informatics? (UCI has this major.)</p> <p>-Read DC Module 12, “Information System Development”.</p> <p>-Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ.</p> <p>-What is Salesforce? (Salesforce helps everyone in your company work more productively and better deliver the personalized experiences customers love. Employers often want potential employees to know how to use Salesforce.)</p>	<p><input type="checkbox"/> Watch videos</p> <p><input type="checkbox"/> Read Ch. 12</p> <p><input type="checkbox"/> SAM Quiz for DC Ch 12 by Monday, March 23, 11:59pm. *NO LATE EXTENSIONS</p>
	<p>12. Blog & Email</p>	<p>-Check your personal email 3 to 4 times throughout the week.</p>	

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