

CIS 100 Week 3 Part 2 Checklist

■ Office 2019 text
 ■ SAM Exams, Projects, Training, & important info
 ■ Hyperlinks
 ■ Due dates Other info

Week	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Monday, Feb. 17.	1. Use weekly checklist 2. SAM Practice Exam 3. SAM Real Exam (required) 4. Download module folders 5. Excel Module 1 Getting Started with Excel 6. Excel Module 2 Formatting a Worksheet	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input 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Instructor reserves the right to make changes as deemed reasonable and/or necessary.

<p>Week 3 Part 2 begins Monday, Feb. 17.</p>	<p>7. SAM Excel Trainings (required)</p> <p>8. SAM Excel Projects (required)</p> <p>9. Calculate your grade</p> <p>10. Turn in folders</p>	<div> <input type="checkbox"/> -SAM Trainings for Excel Module 1 and Module 2 – Read & follow instructions in SAM. Save time, just do ‘Apply’. </div> <div> <input type="checkbox"/> -SAM Excel Module 1 and Module 2 Projects – Read & follow instructions in SAM to download project instruction files and project start files. </div> <div> <input type="checkbox"/> -Upload start files back into SAM for grading. </div> <div> <input type="checkbox"/> -Save SAM Excel Module 1 project file in Excel Module 1 folder. </div> <div> <input type="checkbox"/> -Save SAM Excel Module 2 project file in Excel Module 2 folder. </div> <div> <input type="checkbox"/> -You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for better scores. </div> <div> <input type="checkbox"/> <u>-Calculate your grade for 8-week CIS 100.</u> </div> <div> <input type="checkbox"/> -Turn in folders EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing. </div>	<div> <input type="checkbox"/> SAM Trainings due by Thursday, Feb. 20, 11:59pm. </div> <div> <input type="checkbox"/> SAM Projects due by Thursday, Feb. 20, 11:59pm. </div> <div> <input type="checkbox"/> <u>Drag Excel Module 1 and Module 2 folders into Google Drive “Drag Folders Here” folder by Thursday, Feb. 20, 11:59pm.</u> </div>
<p>Week 3 Part 2 begins Monday, Feb. 17.</p>	<p>11. Blog and email</p>	<div> <input type="checkbox"/> -Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog. </div> <div> <input type="checkbox"/> -Check personal email several times a week. </div>	

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