			CIS 100 Week 3 Part 2 Checklist		
Office 2019 text 📕 SA			Exams, Projects, Training, & important info 📃 Hyperlinks 📃 Due date	Due dates Other info	
Week	Topics	√	Assignments	Due Dates	
Week 3 Part 2 begins Monday, Feb. 17.	1. <u>Use weekly</u> <u>checklist</u>		-Use weekly assignment checklist to check off completed work.		
	2. SAM Practice Exam		-Use the SAM Practice Exam for Word Module 3.	□ SAM Word Module	
	3. SAM Real Exam (required)		-Complete the SAM Real Exam for Word Module 3.	3 REAL Exam due by Thursday,	
	4. Download module folders		-Download the Excel folders from Watson's Website for Excel Module 1 and Excel Module 2.	Feb. 20, 11:59pm.	
			-Unzip the folders & label each with " <i>CRN# firstname lastname Excel Module 1" and "CRN# firstname lastname Excel Module 2"</i> .	□ Make sure your Excel	
			-Delete the Excel zip files. You won't need them any longer.	folders are labeled	
	5. Excel Module 1 Getting		-Using the SAM Excel Module 1 Textbook Project file, read and complete the step-by-step instructions in Excel Module 1 chapter.	correctly.	
	Started with Excel		-Using the SAM Excel Module 2 Textbook Project file, read and complete the step-by-step instructions in Excel Module 2 chapter.		
	6. Excel Module 2 Formatting a Worksheet		-Instructions in textbook will tell you when to save. OR Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.	□ SAM	
Week 3 Part 2 begins Monday, Feb. 17.			Excel Module 1 -Part 1 https://www.youtube.com/watch?v=W5YsWsax2Hk	Excel Module 1 & 2 textbook projects due by Thursday, Feb. 20, 11:59pm.	
			-Part 2 https://www.youtube.com/watch?v=w_ly638MbG8		
			https://www.youtube.com/watch?v=90ww1IOzCJQ		
			 -Save Module 1 project in Excel Module 1 folder. -Save Module 2 project in Module 2 folder. -Upload completed project into SAM for grading. -Look at grading report and fix original project file. 		
	Cont'd next pg		-Then reupload for grading again.	Cont'd next page	

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

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