🟩 Office 2019 text   🟥 Exams, quizzes, important info   🟦 Hyperlinks   🟪 Due Dates   ⬛ Comments

Date	Topic	✔	Assignments	Due Dates
Week 5 Part 1 begins Friday, February 28.	**1. Use weekly checklist**	☐	-Use weekly assignment checklist to check off completed work.	
			CAPSTONE PROJECTS ARE FOR HONORS STUDENTS ONLY	☐ **SAM Excel Modules 1-4 Capstone Project due Monday, March 3, 11:59pm.**
	2. HONORS STUDENTS ONLY: SAM Excel Capstone Project	☐	**-SAM Capstone Project Excel Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file.**	
		☐	**-Save project file in Excel Module 4 folder.**	
		☐	**-Upload start file back into SAM for grading.**	
		☐	**-Turn in Access Module 4 folder (again).**	
	3. SAM Practice Excel Exam	☐	**-Use SAM Excel practice exam for Module 4 to prepare for the 'REAL' exam.**	☐ **SAM REAL Exam for Excel Module 4 due by Monday, March 3, 11:59pm.**
	4. SAM Excel REAL EXAM	☐	**-Complete the SAM REAL Exam for Excel Module 4. REAL Exams are <u>required.</u> You are only allowed 1 chance on REAL Exams.**	
	5. SAM 'REAL' Integration Exam (required)	☐	**-Complete the SAM REAL Exam for Integration Module 1.**	☐ **SAM REAL Exam for Integration Module 1 due by Monday, March 3, 11:59pm.**
	6. Do you have MS Access software?	☐	-This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have all of the software required for CIS 100, login to this class in Canvas to use **AppStream** to connect to the campus network.	
		☐	-If you have the free version of Office 365 on your personal computer, it <u>does not</u> have all necessary software. You will need to use Canvas AppStream for Office 365 software.	
		☐	-MAC users will need to use Canvas AppStream for Office 365 software and Windows 10.	
	7. What is a database?	☐	-Watch this video: **Introduction to Databases**	
	8. Download Access folder.	☐	-Download the Access Module 1 folder from Watson's Website **Folders page**.	
		☐	-Folder procedure is same as in previous weeks.	

Week 5 Part 1 begins Friday, February 28.	**Office 2019 textbook** **9. Access Module 1 Getting Started**	☐ ☐ ☐ ☐ ☐ ☐	**-Download the textbook project start files from SAM for Access Module 1.** **-Use the start files and follow step-by-step instructions in the textbook for Access Module 1.** **OR** **Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects. You may need to login to YouTube first.** **Access Module 1** **-Part 1** **https://www.youtube.com/watch?v=2B8oM6bzGfM** **-Part 2** **https://www.youtube.com/watch?v=K4hNWVpO5IY** **-When finished, upload into SAM for grading.** **-Save the completed textbook project file in your Access Module 1 folder.**	☐ **SAM Access Module 1 textbook project due Monday, March 3, 11:59pm.**
	10. SAM Access Training (required)	☐	**-Complete the Apply mode in training for Access Module 1.**	☐ **SAM Access Module 1 training and SAM project due Monday, March 3, 11:59pm.**
	11. SAM Access Project (required)	☐	**-Download the SAM Access Module 1 project start file with instruction file (and/or support files). Complete all steps and upload in SAM for grading.** **-Save SAM project file in Access Module 1 folder.**	
	12. Turn in folder	☐	**-Turn in your Access folder to my shared Google Drive "Drag Folders Here" folder. This is required for your attendance.**	☐ **Drag Access Module 1 folder into Google Drive "Drag Folders Here" folder by Monday, Monday, March 3, 11:59pm.**
	13. FYI	☐	**-Watch Super DBA**	
	14. Blog & email	☐	**-Read blog several times per week. CIS 100 Blog.**	

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

| | | ☐ | -Check personal email several times a week. | |

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