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

Week	Topics	✔	Assignments	Due Dates
Week 5 begins Monday, March 3	**1. Use weekly checklist**	☐	-Use weekly assignment checklist to check off completed work.	**☐ SAM REAL Exam for Access Module 1 due by Thursday, March 6 by 11:59pm.**
	2. SAM Access Practice Exams	☐	**-Use the SAM Practice Exam for Access Module 1 to prepare for the REAL Exam.**	
	3. SAM Access REAL Exams (required)	☐	**-Complete the SAM REAL Exam for Access Module 1.**	
	4. Do you have MS Access software?	☐	-This course requires Microsoft Access. If you do not have Access on your computer, see Week 5 Part 1 checklist for instructions.	
	5. Download folder	☐ ☐	-Download the Access Module 2 folder from Watson's Website **Folders page**. -Folder procedure same as in previous weeks.	
	…Office 2019 textbook **6. Access Module 2: Building Tables & Relationships**	☐ ☐	**-Download the textbook project start files in SAM for Access Module 2.** **-Use the start file and follow step-by-step instructions in the textbook for Access Module 2.** **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 Access Module 2 textbook project due Thursday, March 6 by 11:59pm.**
		☐ ☐	**Access Module 2** **-Part 1** **https://www.youtube.com/watch?v=bleU4ClN6oo** **-Part 2** **https://www.youtube.com/watch?v=TFG0G0hpUOk**	
		☐ ☐	**-When finished, upload into SAM for grading.** **-Save the completed textbook project file in your Access Module 2 folder.**	

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

Week 5 begins Monday, March 3	7. SAM Access Training (required)	☐	-Complete the Apply mode in training for <u>Access Module 2</u>.	☐ **SAM Access Module 2 training and SAM project due Thursday, March 6 by 11:59pm.**
		☐	**HONORS STUDENTS ONLY: Managing Outlook Calendar Training. Do all 3 parts of Training – Observe, Practice, and Apply.**	
	8. SAM Access Project (required)	☐	-Download the SAM <u>Access Module 2</u> project start file with instruction file (and/or support files).	☐ <u>**Drag Access Module 2 folder into Google Drive**</u> **"Drag Folders Here" folder by Thursday, March 6 by 11:59pm.**
		☐	-Complete all steps and upload in SAM for grading.	
		☐	-Save in Access Module 2 folder.	
	9. Turn in folder	☐	-Turn in your Access folder to my shared Google Drive "Drag Folders Here" folder. This is required for your attendance.	
	10. FYI	☐	-<u>Windows 11 vs. Windows 10: Major Differences You'll Want to Know</u>	
	11. Blog & email	☐	-Check email several times per week.	
		☐	-Read blog several times per week. <u>CIS 100 Blog.</u>	

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