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

Week	Topics	✔	Assignments	Due Dates
Week 6 Part 1 begins Friday, March 7.	**1. Use weekly checklist**	☐	-Use weekly assignment checklist to check off completed work.	
	2. SAM Access Practice Exam (not required)	☐	-Use the SAM Practice Exam for Access Module 2 to prepare for the REAL Exam.	☐ **SAM REAL Exam for Access Module 2 due by Monday, March 10, by 11:59pm.**
	3. SAM Access REAL Exam (required)	☐	-Complete the SAM REAL Exam for Access Module 2.	
			NOTE: If you do not have Microsoft Access on your computer, use AppStream in Canvas for connecting to the OCC Campus network. Then you will be able to use MS Access to do SAM projects. Or borrow a friend or relative's Windows laptop that has Office 365.	
	4. Download folder	☐	-Download the Access Module 3 folder from Watson's Website Folders page.	
		☐	-Folder procedure same as in previous weeks.	
		☐	-Download the textbook project start files in SAM for Access Module 3.	
		☐	-Use the start file and follow step-by-step instructions in the textbook for Access Module 3.	
			OR	
			Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.	
	…Office 2019 textbook		**Access Module 3**	
			-Part 1	
	5. Access Module 3: Creating Queries	☐	https://www.youtube.com/watch?v=U90UJVtVTxk	☐ **SAM Access Module 3 textbook project due Monday, March 10, by 11:59pm.**
		☐	-Part 2 https://www.youtube.com/watch?v=jOJKcRDrRWQ	
		☐	-Part 3 https://www.youtube.com/watch?v=I5Owf0qt2m8	
		☐	-When finished, upload into SAM for grading.	
		☐	-Save the completed textbook project file in your Access Module 3 folder.	

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

Week 6 Part 1 begins Friday, March 7.	6. SAM Access Training (required)	☐	-Complete the Apply mode in training for Access Module 3.	☐ All SAM Trainings and Projects due Monday, March 10, by 11:59pm.
	7. SAM Access Project (required)	☐	-Download the SAM Access Module 3 project start file with instruction file (and/or support files). Complete all steps and upload in SAM for grading.	☐ Drag Access Module 3 folder into Google Drive "Drag Folders Here" folder by Monday, March 10, by 11:59pm.
	*** HONORS STUDENTS ONLY	☐	-HONORS STUDENT ONLY PROJECT (If you are not enrolled in the Honors CIS 100 section, you do not need to do this project.)	
		☐	-SAM Resume Assistant Powered by LinkedIn in Word	
	8. Turn in folder	☐	-Turn in your Access folder to my shared Google Drive "Drag Folders Here" folder. This is required to account for your attendance.	
	9. Watch video	☐	-Database Administration as a Career	
	10. For fun…	☐	- Seven Databases in a Song	
	11. Blog & email	☐	-Check email several times per week.	
		☐	-Read blog several times per week. CIS 100 Blog.	

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