

## Weeks 6 Part 2 Checklist

■ Office 2019 text    
 ■ Exams, quizzes, important info    
 ■ Hyperlinks    
 ■ Due Dates    
 ■ Comments

Week	Topics	✓	Assignments	Due Dates
Week 6 Part 2 Monday, March 10	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Access Practice Exam (not required)	<input type="checkbox"/>	-Use the SAM Access Practice Exam to prepare for the real exam.	
	3. SAM Access REAL Exam (required)	<input type="checkbox"/>	-Complete the SAM 'REAL' Access Exam for Module 3. Unlike practice exams, you only get 1 try on 'real' exams.	<input type="checkbox"/> SAM REAL Access Module 3 REAL Exam is due by <u>Thursday, March 13</u> by 11:59pm.
	4. Download folder	<input type="checkbox"/>	-Download the Access Module 4 folder from Watson's Website <a href="#">Folders page</a> .	
		<input type="checkbox"/>	-Folder procedure is same as previously instructed.	
	5. Access Module 4 Working with Forms and Reports	<input type="checkbox"/>	-Download the textbook project start files in SAM for Access Module 4.	
		<input type="checkbox"/>	-Use the start file and follow step-by-step instructions in the textbook for Access Module 4.	
			OR	
			Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.	
			<u>Access Module 4</u>	
		<input type="checkbox"/>	-Part 1 <a href="https://www.youtube.com/watch?v=f8xt1_DRcYQ">https://www.youtube.com/watch?v=f8xt1_DRcYQ</a>	<input type="checkbox"/> SAM Access Module 4 textbook project due <u>Thursday, March 13</u> by 11:59pm.
		<input type="checkbox"/>	-Part 2 <a href="https://www.youtube.com/watch?v=8JZHwhyZ0I">https://www.youtube.com/watch?v=8JZHwhyZ0I</a>	
		<input type="checkbox"/>	-When finished, upload into SAM for grading.	
		<input type="checkbox"/>	-Save the completed textbook project file in your Access Module 4 folder.	<input type="checkbox"/> SAM Access Module 4 training due <u>Thursday, March 13</u> by 11:59pm.
	6. SAM Training (required)	<input type="checkbox"/>	-Complete the Apply mode in training for <u>Access Module 4</u> .	

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

<p>Week 6 Part 2 Monday, March 10</p>	<p>7. SAM Project (required)</p>	<input type="checkbox"/> -Download the SAM <u>Access Module 4</u> project start file with instruction file (and/or support files). <input type="checkbox"/> -Complete all steps in project and upload in SAM for grading. <input type="checkbox"/> -Save project file(s) in Access Module 4 folder.	<input type="checkbox"/> SAM Access Module 4 project due <u>Thursday, March 13 by 11:59pm.</u>
	<p>8. Turn in folder</p>	<input type="checkbox"/> -Turn in Access Module 4 folder.  NOTE: There are no SAM projects for Integration chapters.	<input type="checkbox"/> <u>Drag Access Module 4 folder into Google Drive "Drag Folders Here" folder by Thursday, March 13 by 11:59pm.</u>
	<p>9. Download folder</p>	<input type="checkbox"/> -Download the Integration Module 2 folder from Watson's Website <u>Folders page</u> . <input type="checkbox"/> -Folder procedure is same as previously instructed.	
	<p>... Office 2019 text... 10. Integration Module 2. Integrating Word, Excel, &amp; Access</p>	<input type="checkbox"/> -Using the files in Integration Module 2 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, & Access Module 2 chapter in the textbook. <input type="checkbox"/> -Textbook instructions tell you what to name your files. <input type="checkbox"/> -Save all work into the Integration Module 2 folder.	
	<p>11. Turn in folder</p>	<input type="checkbox"/> -Turn in your Access folder to my shared Google Drive "Drag Folders Here" folder. This is required to account for your attendance.	<input type="checkbox"/> <u>Drag Integration Module 2 folder into Google Drive "Drag Folders Here" folder by Thursday, March 13 by 11:59pm.</u>
	<p>12. SAM Training</p>	<input type="checkbox"/> -Complete the Apply mode in training for <u>Integration Module 2</u> .	
	<p>13. SAM Practice Exam</p>	<input type="checkbox"/> -Use the SAM Practice Exam for <u>Integration Module 2</u> to prepare for the REAL Exam.	
	<p>14. SAM REAL Exam</p>	<input type="checkbox"/> -Complete the SAM REAL Exam for <u>Integration Module 2</u> .	<input type="checkbox"/> SAM Integration training & REAL Exam are due next week, <u>Thursday, March 13 by 11:59pm.</u>
	<p>15. FYI</p>	<input type="checkbox"/> - <u>Zillow</u> – Rentals – Sales - Financing	
	<p>16. Blog &amp; email</p>	<input type="checkbox"/> -Check email several times per week. <input type="checkbox"/> -Read blog several times per week. <u>CIS 100 Blog</u> .	

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