


Week 7 Part 1 Checklist

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

Week	Topics	✓	Assignments	Due Dates
Week 7 Part 1 Friday, March 14	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	<div style="text-align: center;">  </div> <div> <input type="checkbox"/> SAM Access Modules 1-4 Capstone Project due Monday, March 17 11:59pm. </div> <div> <input type="checkbox"/> SAM REAL Access Module 4 REAL Exam is due by Monday, March 17 11:59pm. </div> <div> <input type="checkbox"/> SAM PPTX Module 1 textbook project due Monday, March 17 11:59pm. </div>
	2. SAM Access Capstone Project (Required)	<input type="checkbox"/>	-SAM Capstone Project Access Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file.	
		<input type="checkbox"/>	-Save project file in Access Module 4 folder.	
		<input type="checkbox"/>	-Upload start file back into SAM for grading.	
		<input type="checkbox"/>	-Turn in Access Module 4 folder (again).	
	3. SAM Access Practice Exam (not required)	<input type="checkbox"/>	-Use the SAM Access Practice Exam to prepare for the real exam.	
	4. SAM Access REAL Exam (required)	<input type="checkbox"/>	-Complete the SAM 'REAL' Access Exam for Module 4. Unlike practice exams, you only get 1 try on 'real' exams.	
	5. Download folder	<input type="checkbox"/>	-Download PowerPoint Module 1 folder from Watson's Website Folders page	
		<input type="checkbox"/>	-Folder procedure same as in previous weeks.	
	... Office 2019 text...	<input type="checkbox"/>	-Using the SAM PPTX Module 1 Textbook Project file, read and complete the step-by-step instructions in PPTX Module 1 chapter. NOTE: This is a blank PPTX file encrypted for the SAM PPTX Module 1 textbook project.	
	6. PPTX Module 1, Creating PPTX Presentations	<input type="checkbox"/>	OR These videos were created by another teacher. They show you how to do the textbook project. -PowerPoint Module 1 Part 1 https://www.youtube.com/watch?v=8C5bs4upelU	

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

Week 7 Part 1 Friday, March 14	7. SAM Training (required)	<input type="checkbox"/>	-PowerPoint Module 1 Part 2 (Online Interview Preparation) https://www.youtube.com/watch?v=gYN4edNzB5Q	
	8. SAM Project (required)	<input type="checkbox"/> <input type="checkbox"/>	-When finished, upload into SAM for grading. -Save the completed textbook project file in your PPTX Module 1 folder.	
	9. Turn in folder	<input type="checkbox"/>	-Complete SAM Training for PPTX Module 1.	<input type="checkbox"/> SAM Training & Project due by Monday, March 17 11:59pm.
	10. SAM Practice Exam	<input type="checkbox"/>	-Complete SAM Project for PPTX Module 1.	
	11. SAM REAL Exam	<input type="checkbox"/>	-Turn in PPTX Module 1 folder to my Drag Folders Here on shared Google Drive.	<input type="checkbox"/> Drag PPTX Module 1 folder into Google Drive “Drag Folders Here” folder by Monday, March 17 11:59pm.
	***HONORS STUDENTS ONLY	<input type="checkbox"/> <input type="checkbox"/>	-Use the SAM PPTX Module 1 Practice Exam to prepare for real exam.	
	12. FYI: OneDrive Cloud	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-Complete the SAM ‘REAL’ PPTX Module 1 Exam. -HONORS STUDENT ONLY TRAINING (If you are not enrolled in the Honors CIS 100 section, you do not need to do this Training assignment.) -MOS Associate Certification Training Use both Observe and Apply mode in Training. - Watch this video to learn about OneDrive - Video for signing in or creating a OneDrive Account. - Login to OneDrive or Create OneDrive Account If you already have a OneDrive account, do not create a 2 nd one. Use OneDrive for free storage and online Office applications.	<input type="checkbox"/> SAM REAL PPTX Module 1 REAL Exam is due by Monday, March 17 11:59pm. <input type="checkbox"/> HONORS STUDENTS ONLY: SAM MOS Certification Training due by Monday, March 17 11:59pm.
	13. Email and blog	<input type="checkbox"/> <input type="checkbox"/>	-Check email several times per week. -Read blog several times per week. CIS 100 Blog.	

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