	Week 8 Part 2 Checklist			

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

Week	Topics	✓	Assignments	Due Dates
Week 8 Part 2 Monday, March 24. 🌴 SPRING BREAK **Monday, March 31 to Sunday, April 6**	**1. SAM - SLO Assessment EXAM (required)**	☐	**-All students must complete the CIS 100 Student Learning Outcomes (SLO) assessment in SAM. THIS IS A REQUIRED EXAM. It counts as part of your final grade. Your results on this exam are compiled along with all other CIS 100 students for data and future planning for CIS 100 courses.**	☐ SLO Assessment Exam in SAM must be completed and submitted by Thursday, March 27, 11:59pm. THIS IS A REQUIRED EXAM. This last exam could make a difference in your final grade average.
	2. Final grades	☐	**-Final grades will be sent to you by email.**	
	3. OCC Office Assistant Certification	☐	-Earn a short-term, fast-pace certification from OCC: Office Assistant (formerly BIW)	
	4. What's next?	☐	-If you enjoy learning about computers and applications, please consider enrolling in CIS 111, BUS/CIS 134 (Excel 1), CIS 137 (Outlook), CIS 149 (Office Procedures).	
		☐	-Register early. Add name to wait lists if classes are filled. There is a possibility if wait lists fill up, new sections will open.	
	5. Join SAM 2019 CIS 100 Alumni section	☐	-SAM is yours to use as long Cengage maintains the server. Your SAM account does not expire. I have created an 'alumni' section in SAM for you to use after the class is over. This is especially helpful when preparing for the Microsoft certification exams. (They are very similar to SAM exams.)	
	6. MOS Certification	☐ ☐	-Certifications give you an 'edge' in a competitive job market. -Santa Ana College is the testing site for MOS Certifications exams.	
	7. Join MOS Prep in SAM	☐	-SAM has MOS (Microsoft Office Specialist) Prep sections, too.	
	8. Just for fun…	☐ ☐ ☐ ☐ ☐	-OCC commencement speech 2014 – fast forward 7 seconds -Excel Man 🎼 -Can't Stop Exceling -Excel Funcs (my favorite) -Five Minute University	

Completato! Congratulazioni!