

CIS 111 Week 5 Part 2 Assignment Checklist

Office 2019 text

SAM & important info

■ Hyperlinks

Due dates

Other info

Date	Topics	✓	Assignments	Due Dates
Week 5 Part 2 begins Thursday, Sept. 24.	1. Use weekly checklist 2. SAM Training 3. SAM Project 4. Turn in folder 5. DC Ch. 3 6. DC QUIZ 3 – “Computers and Mobile Devices” (Required)	☐ ☐ ☐ ☐ ☐ ☐	-Use checklist to keep track of your completed assignments. -Complete the SAM Training for Module 3. - Complete the SAM Excel Project for Module 3, Raybridge Recruiting. Follow SAM instructions. -Close all files inside the module folder. -Close the folder, too. -Drag your folder to my shared Google Drive. -Use ebook in SAM to read Chapter 3 in DISCOVERING COMPUTERS, “Computers and Mobile Devices”. -Complete the SAM DC Quiz 3. Make sure you read the chapter first. You only get one try on quizzes.	☐ Module 3 training and project due by Monday, Sept. 28, 11:59pm. ☐ Module 3 folder due by Monday, Sept. 28, 11:59pm. Drag Module 2 folder into shared Google Drive ☐ DC Ch 3 Quiz in SAM due Monday, Sept. 28, 11:59pm.
Week 5 Part 2 begins Thursday, Sept. 24.	7. Practice Excel Theory Exam 8. FYI: Microsoft resources	☐ ☐	-Use the Practice Excel Theory Exam to prepare for the REAL Theory Exam. NOTE: Real Theory Exam will be scheduled next week. -Use MS Excel Training Links if you have difficulty with Excel concepts.	☐ Prepare for Excel Theory Exam. (DO NOT WAIT UNTIL THE LAST MINUTE.)
	9. Blog & email	☐ ☐	-Check Blog several times a week. -Check personal email several times a week.	