### CIS 111 Week 14 Part 2 Assignment Schedule

**Excel, Access, HTML Discovering Computers, important info Exams, quizzes Hyperlinks Due Dates**

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| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 14**  **Part 2**  **begins**  **Friday,**  **May 16.** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Download folders**  **3. Word –**  **Module 3**  **Formatting Text & Graphics**  **4. SAM Training**  **5. SAM Project**  **6. SAM Practice Exam for MS Word**  **7. SAM ‘Real’ Exam for MS Word**  **8. Watch videos**  **9. DC Ch 12**  **10. SAM DC Quiz – Chapter 12**  **11. FYI** |  | **-Use checklist to keep track of your completed assignments.**  **-If you run into problems, post your questions on the blog.**  **-Always do assignments in the order listed below.**  **-Download Word 3 folder from Watson’s Website. Unzip & label folder, *CRN# firstname lastname Word Module 3.***  **NOTE: There is an ebook in SAM with chapter material for the Word chapters. The SAM Training, Projects, and Exams are related to the chapters in the ebook.**  **-FYI: Additional online help from Microsoft:** [**Microsoft Training for Word**](https://templates.office.com/en-US/templates-for-Word)  **-If needed, use the *Illustrated Collection Microsoft Office 365 & Office 2019* ebook in SAM for Word Module 3 chapter for detailed Word instruction to help with the Word project below.**  **-SAM Training for Word Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.**  **-SAM Project for Word Module 3. Download instruction file, start file, and any supplemental files if applicable.**  **-Follow downloaded instructions to complete the project.**  **-Upload finished project to SAM for grading.**  **-Save project file in Word folder.**  **-SAM Word Module 3 practice exam is not required but strongly recommended.**  **-SAM REAL Exam for Word Module 3.**  **-**[**What is Information Systems?**](http://www.youtube.com/watch?v=fJYFpwbvuDc&feature=related)  **-**[**What is data mining?**](http://www.youtube.com/watch?v=R-sGvh6tI04&feature=relmfu)  **-**[**What is informatics?**](https://www.youtube.com/watch?v=nFpwarVJtoc) **(UCI has this major.)**  **-Read DC Module 12, “Information System Development”.**  **-Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ.**  **-**[**What is SalesForce?**](https://www.youtube.com/watch?v=EfK0SURQ8X0)  **(Salesforce helps everyone in your company work more productively and better deliver the personalized experiences customers love. Employers often want potential employees to know how to use SalesForce.)** | **Please do not wait until the last minute to do your SAM assignments. Murphy’s Law: What can go wrong, will go wrong.**  **Submit Word Module 3 folder by dragging into** [**shared Google Drive folder, “Drag Folders Here”**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing) **Monday, May 19, 11:59pm.**  **All SAM assignments for Word due by Monday, May 19, 11:59pm.**  **Complete DC Ch 12 reading before Quiz 12.**  **SAM Quiz for DC Ch 12 by Monday, May 19, 11:59pm.** |
|  | **12.** [**Blog**](http://www.blogger.com/) **&** [**Gmail**](http://www.gmail.com/) |  | **-Check your personal email 3 to 4 times throughout the week.**  **-Read class blog 3 to 4 times throughout the week.** |  |