###  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.** |  |