

CIS 111 Week 14 Part 2 Assignment Schedule

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

Date	Topic	✓	Assignments	Due Dates
Week 14 Part 2 begins Friday, May 16.	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	Please do not wait until the last minute to do your SAM assignments.
		<input type="checkbox"/>	-If you run into problems, post your questions on the blog.	
		<input type="checkbox"/>	-Always do assignments in the order listed below.	Murphy's Law: What can go wrong, will go wrong.
	2. Download folders	<input type="checkbox"/>	-Download Word 3 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname Word Module 3</i> .	
			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.	<input type="checkbox"/> Submit Word Module 3 folder by dragging into shared Google Drive folder, "Drag Folders Here" Monday, May 19, 11:59pm.
	3. Word – Module 3 Formatting Text & Graphics	<input type="checkbox"/>	-FYI: Additional online help from Microsoft: Microsoft Training for Word	
		<input type="checkbox"/>	-If needed, use the <i>Illustrated Collection Microsoft Office 365 & Office 2019</i> ebook in SAM for Word Module 3 chapter for detailed Word instruction to help with the Word project below.	
	4. SAM Training	<input type="checkbox"/>	-SAM Training for Word Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	<input type="checkbox"/>	-SAM Project for Word Module 3. Download instruction file, start file, and any supplemental files if applicable.	
		<input type="checkbox"/>	-Follow downloaded instructions to complete the project.	
		<input type="checkbox"/>	-Upload finished project to SAM for grading.	<input type="checkbox"/> All SAM assignments for Word due by Monday, May 19, 11:59pm.
		<input type="checkbox"/>	-Save project file in Word folder.	
	6. SAM Practice Exam for MS Word	<input type="checkbox"/>	-SAM Word Module 3 practice exam is not required but strongly recommended.	
	7. SAM 'Real' Exam for MS Word	<input type="checkbox"/>	-SAM REAL Exam for Word Module 3.	

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

	<p>8. Watch videos</p> <p>9. DC Ch 12</p> <p>10. SAM DC Quiz – Chapter 12</p> <p>11. FYI</p>	<input type="checkbox"/> - What is Information Systems? <input type="checkbox"/> - What is data mining? <input type="checkbox"/> - What is informatics? (UCI has this major.) <input type="checkbox"/> -Read DC Module 12, “Information System Development”. <input type="checkbox"/> -Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ. <input type="checkbox"/> - What is Salesforce? (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.)	<input type="checkbox"/> Complete DC Ch 12 reading before Quiz 12. <input type="checkbox"/> SAM Quiz for DC Ch 12 by Monday, May 19, 11:59pm.
	12. Blog & Gmail	<input type="checkbox"/> -Check your personal email 3 to 4 times throughout the week. <input type="checkbox"/> -Read class blog 3 to 4 times throughout the week.	

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