

CIS 111 Week 4 Part 2 Assignment Checklist


Office 2019 text

SAM & important info

Hyperlinks

Due dates

Other info

Date	Topics	✓	Assignments	Due Dates
Week 4 Part 2 begins Monday, Feb. 24. 	1. Use weekly checklist	<input type="checkbox"/> -Check previous schedules for what is due in Week 4. <input type="checkbox"/> -Use checklist to keep track of your completed assignments.		
	2. SAM Training Module 2 (required)	<input type="checkbox"/> -In SAM, click on SAM Training link for Excel Module 2. <input type="checkbox"/> -Follow instructions in training. You only need to do the 'Apply' part of training to get credit. <input type="checkbox"/> -If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.		
	3. SAM Project Module 2 (required)	<input type="checkbox"/> -Module 2 project: Roadrunner Online project video <input type="checkbox"/> -Follow project instructions in SAM. You have 5 tries to get a perfect score. <input type="checkbox"/> -Save Project file in Module 2 folder. NOTE: Module 2 REAL Exam is scheduled for next week.		<input type="checkbox"/> Complete Module 2 SAM training and project by Thursday, Feb. 27, by 11:59pm. (CAVEAT: DON'T WAIT UNTIL LAST MINUTE.)
	4. Turn in folder	<input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -Turning in something is better than turning in nothing.		<input type="checkbox"/> Module 2 folder due Thursday, Feb. 27, by 11:59pm. Drag Module 2 folder into shared Google Drive
	5. Read DC Ch 2	<input type="checkbox"/> -In SAM, read Discovering Computers, Chapter 2, "Connecting and Communicating Online: Internet, Websites, Media".		
Week 4 Part 2 begins Monday, Feb. 24.	6. DC Ch 2 Quiz	<input type="checkbox"/> -In SAM complete the Chapter 2 quiz for <i>Discovering Computers</i> . <input type="checkbox"/> -Make sure you have read Chapter 2 before taking the quiz. <input type="checkbox"/> -DO NOT OPEN QUIZ UNLESS YOU ARE READY FOR IT. Otherwise you will be blocked from opening it a 2 nd time.		<input type="checkbox"/> DC Chapter 2 reading & QUIZ must be completed by Thursday, Feb. 27, by 11:59pm.
	7. MS Excel Training Links	<input type="checkbox"/> -FYI - Microsoft provides training videos for Excel 2013. Although Excel 2013 is an older version of Excel, much of what is covered in the videos applies to Excel 2019 applications.		
	8. Practice Excel Theory exam	<input type="checkbox"/> -Use the Practice Excel Theory Exam to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled. -FYI – Answers for practice exam are in the textbook. If you don't know something, look it up and read about it. 😊		<input type="checkbox"/> Begin preparing for Excel Theory Exam.
	9. Blog & email	<input type="checkbox"/> -Check Blog and personal email several times a week.		