

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