### CIS 111 Week 7 Part 2 Assignment Schedule

 **Excel, Access, HTML Discovering Computers, important info SAM exams, quizzes Hyperlinks Due dates**

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| --- | --- | --- | --- | --- |
| **Date** | **Topic** | **✓** | **Assignments** | **REAL Due Dates** |
| **Week 7** **Part 2****begins on****Thursday, May 22.** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. Download folders****3. Word –** **Module 2:****Editing and Formatting Documents****and****Module 3:****Formatting Text & Graphics****4. SAM Training****5. SAM Project****6. SAM Practice Exam for MS Word****7. SAM ‘Real’ Exams for MS Word** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-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 Module 2 and Word Module 3 folders from Watson’s Website.** **-Unzip & label folder, *CRN firstname lastname Word Module 2* and *CRN firstname lastname Word Module 3.*****NOTE: There is an ebook in SAM with chapter material for Word & PPTX. 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)**-In SAM, there is an ebook, *Illustrated Collection Microsoft Office 365 & Office 2019*. If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.****-SAM Training for Word Modules 2 & 3 – Complete the SAM training assignment before attempting the SAM project assignment.****-SAM Projects for Word Modules 2 & 3. Download instruction files, start files, and any supplemental files if applicable.****-Follow downloaded instructions to complete the projects.****-Upload finished projects to SAM for grading.****-Save project files in Word folder.****- SAM Word Modules 2 & 3 practice exams are not required but strongly recommended. Practice exams are available for 49 tries.****-SAM REAL Exams for Word Modules 2 & 3. Unlike practice exams, you get only one try on ‘real’ exams.** | **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 Modules 2 & 3 folders by Monday, May 26, midnight.**[ ]  **All SAM assignments for Word Modules 2 & 3 due by Monday, May 26, midnight. \*NO LATE EXTENSIONS** |
| **Week 7** **Part 2****begins on****Thursday, May 22.** | **8. Watch videos****9. DC Ch 12** **10. SAM DC Quiz – Ch 12****11. FYI** |  | **-**[**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.)** | [ ]  **Watch videos**[ ]  **Read Ch. 12**[ ]  **SAM Quiz for DC Ch 12 by Monday, May 19, 11:59pm.****\*NO LATE EXTENSIONS** |
|  | **12. Blog & Email** |  | **-Check your personal email 3 to 4 times throughout the week.** |  |