

# CIS 111 Week 7 Part 2 Assignment Schedule

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

Date	Topic	✓	Assignments	REAL Due Dates
Week 7 Part 2 begins on Thursday, May 22.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<u>Please do not wait until the last minute to do your SAM assignments.</u> <u>Murphy's Law: What can go wrong, will go wrong.</u>  <input type="checkbox"/> Submit Word Modules 2 & 3 folders by Monday, May 26, midnight.  <input type="checkbox"/> All SAM assignments for Word Modules 2 & 3 due by Monday, May 26, midnight. *NO LATE EXTENSIONS
	2. Download folders	<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.	
		<input type="checkbox"/>	-Download Word Module 2 and Word Module 3 folders from Watson's Website.	
		<input type="checkbox"/>	-Unzip & label folder, <i>CRN firstname lastname Word Module 2</i> and <i>CRN firstname lastname Word Module 3</i> .	
			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.	
	3. Word – Module 2: Editing and Formatting Documents and Module 3: Formatting Text & Graphics	<input type="checkbox"/>	-FYI: Additional online help from Microsoft: <a href="#">Microsoft Training for Word</a>	
		<input type="checkbox"/>	-In SAM, there is an ebook, <i>Illustrated Collection Microsoft Office 365 &amp; Office 2019</i> . If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.	
	4. SAM Training	<input type="checkbox"/>	-SAM Training for Word Modules 2 & 3 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	<input type="checkbox"/>	-SAM Projects for Word Modules 2 & 3. Download instruction files, start files, and any supplemental files if applicable.	
		<input type="checkbox"/>	-Follow downloaded instructions to complete the projects.	
		<input type="checkbox"/>	-Upload finished projects to SAM for grading.	
		<input type="checkbox"/>	-Save project files in Word folder.	
	6. SAM Practice Exam for MS Word	<input type="checkbox"/>	- SAM Word Modules 2 & 3 practice exams are not required but strongly recommended. Practice exams are available for 49 tries.	
	7. SAM 'Real' Exams for MS Word	<input type="checkbox"/>	-SAM REAL Exams for Word Modules 2 & 3. Unlike practice exams, you get only one try on 'real' exams.	

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

<p>Week 7 Part 2 begins on Thursday, May 22.</p>	<p>8. Watch videos</p> <p>9. DC Ch 12</p> <p>10. SAM DC Quiz – Ch 12</p> <p>11. FYI</p>		<p>-<a href="#">What is Information Systems?</a>  -<a href="#">What is data mining?</a>  -<a href="#">What is informatics?</a> (UCI has this major.)</p> <p>-Read DC Module 12, “Information System Development”.</p> <p>-Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ.</p> <p>-<a href="#">What is Salesforce?</a>  (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.)</p>	<p><input type="checkbox"/> Watch videos</p> <p><input type="checkbox"/> Read Ch. 12</p> <p><input type="checkbox"/> SAM Quiz for DC Ch 12 by Monday, May 19, 11:59pm.  *NO LATE EXTENSIONS</p>
	<p>12. Blog &amp; Email</p>		<p>-Check your personal email 3 to 4 times throughout the week.</p>	

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