CIS 111 Week 8 Assignment Schedule

🟩 Excel, Access, HTML ⬛ Discovering Computers, important info 🟥 SAM exams, quizzes 🟦 Hyperlinks 🟪 Due dates

Date	Topic	✔	Assignments	REAL Due Dates
Week 8 begins on Monday, May 26.	1. **Use weekly checklist**	☐	-Use checklist to keep track of your completed assignments.	**Please do not wait until the last minute to do your SAM assignments. Murphy's Law: What can go wrong, will go wrong.**
	2. **Download folders**	☐	-Download PPTX Module 2 and PPTX Module 3 folders from Watson's Website. -Unzip & label folder, *CRN firstname lastname PPTX Module 2* and *CRN firstname lastname PPTX Module 3.* NOTE: There is an ebook in SAM with chapter material for PPTX lessons. The SAM Training, Projects, and Exams are related to the chapters in the ebook.	
		☐	-FYI: Additional online help from Microsoft as needed: **Microsoft Training for PPTX** .	
	3. **PPTX Module 2: Modifying Presentations and PPTX Module 3: Inserting Objects in Presentations**	☐	-In SAM, there is an ebook, Illustrated Collection Microsoft Office 365 & Office 2019. If needed, use the ebook for PPTX Module 2 and PPTX Module 3 chapters for detailed PPTX instruction to help with the PPTX project below.	☐ **Submit PPTX Module 2 & Module 3 folders by Thursday, May 29, midnight.**
	4. **SAM Trainings**	☐	-SAM Trainings for PPTX Module 2 and PPTX Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.	☐ **All SAM assignments for PPTX due Thursday, May 29, midnight.**
	5. **SAM Projects**	☐	-SAM Projects for PPTX Module 2 and PPTX Module 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 PPTX Module 2 and PPTX Module 3 folders.	
	6. **SAM Practice Exams**	☐	-SAM PPTX Module 2 and PPTX Module 3 practice exams are not required but strongly recommended.	***NO LATE EXTENSIONS**
	7. **SAM Real Exam (REQUIRED)**	☐	-SAM Real Exams for PPTX Module 2 and PPTX Module 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.

	8. SAM SLO Exam (REQUIRED)		**-Did you complete the CIS 111 SLO Exam in SAM? THIS IS A GRADED EXAM. It counts as part of your final grade.**
			
			-Sign up for Napkin.com (https://www.youtube.com/watch?v=8wyx7swikCA) free AI account and create a text visual for:
			   HTML
			   Excel
			   Access
			   Word
			   PowerPoint
			   Windows 11
			   Internet
			   AI
			-Create a folder with label, "*CRN firstname lastname AI*".
			-Take a screenshot of your text visual and paste it into Paint.
			-Save your Paint file as a .jpg in the folder and submit to my shared Google drive.
			-Not sure of Mac equivalent but a Google search mentioned *MacPaint*.
				☐ **SLO Assessment in SAM must be completed and submitted by Thursday, May 29, midnight.**
				
				☐ **Napkin AI assignment due Thursday, May 29, midnight.**

	9. AI experience			
Week 8 begins on Monday, May 26.	**10. Final Grades**	☐	**-Final grades will be sent by email.**	
	11. FYI	☐	-[Recommended websites from CIS 111 students](#) – A collection of HTML Exam "My Favorite Sites".	
	12. Excel 2	☐	-Excel 2 is an 8-week class, 2-unit class. CIS 111 students have already completed SAM assignments equivalent to the Excel 1 course.	
	13. Register early for Fall '25	☐	-FYI: Registration for Fall begins in June. If classes are full, put your name on the waitlists. If waitlists fill up, new sections may be added.	
	14. Join Alumni sections in SAM	☐	-SAM is yours to use as long as Cengage maintains it – which is a long time. Right now, SAM 2019 is set to be available until 2030. I have created an 'alumni' section in SAM for you to use after the class is over. This is especially helpful when preparing for the Microsoft certification exams. (They are very similar to	

	15. MOS Certification	☐ ☐ ☐	SAM exams.) SAM is also an excellent prep tool when applying for jobs that require Microsoft Office applications. -**Certifications** give you an 'edge' in a competitive job market. -**FAQ's about Microsoft Certification** -**If you are interested in the Microsoft Office Specialist certification exams (MOS), click here: Certification Santa Ana College** is the testing site for MOS Certifications exams.	
	16. Graduation Memories	☐ ☐	-**OCC commencement speech 2024** -**OCC commencement speech 2014** – fast forward 7 seconds	
	17. For fun…	☐ ☐ ☐ ☐ ☐	-**Excel Man** -**Can't Stop Exceling** -**Excel Funcs (my favorite)** -**Five Minute University**	
	18. Blog & Gmail	☐	-Check the blog and your personal email 3 to 4 times throughout the week.	

Completato! Le Congratulazioni!

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