

Week 8 Schedule for Excel 2 Students



■ Excel textbook

■ SAM & important info

■ Hyperlinks

■ Due Dates

■ Other important info

| Week | Topic | ✓ | Assignment | Due Dates |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Week 8 begins May 26.</p>  | 1. SLO Assessment REQUIRED | <input type="checkbox"/> | <p>-All students <u>must</u> complete the Student Learning Assessment (SLO) in SAM. <u>THIS IS A REQUIRED EXAM.</u> Even if you are taking the class for Credit/No Credit, you must complete the SLO Assessment.</p> <p>NOTE: DUE DATE FOR SLO IS THIS WEEK...<u>NOT</u> NEXT WEEK.</p> | <p>□ Last week's assignments for Week 7 are due <u>Wed, May 28</u>, by midnight. NO LATE WORK ACCEPTED.</p> <p>□ SLO Assessment in SAM is due by Wed., May 28, midnight. THIS EXAM IS REQUIRED EVEN IF YOU TAKE THE CLASS FOR PASS/NO PASS.</p> |
| | 2. Final Grades | <input type="checkbox"/> | -Final grades will be mailed to your personal email address. | |
| | 3. Microsoft Apps in the Cloud | <input type="checkbox"/> | - Watch this video to learn about OneDrive (short) | |
| | | <input type="checkbox"/> | - Create a OneDrive Account (short) | |
| | 4. Microsoft Certification | <input type="checkbox"/> | -If you wish to pursue the Microsoft Office Specialist Certification, click here: MOS - Why get certified? | |
| | | <input type="checkbox"/> | -SAM is an excellent online tool to prepare for Microsoft certification exams (MOS). | |
| | | <input type="checkbox"/> | -If you do get certified, please email me to let me know the good news. | |
| | 5. Use SAM to prepare for Certification exams. | <input type="checkbox"/> | <p>- Add the SAM Excel Alumni sections to prepare for certification exams. Certification exams are very similar to SAM exams. SAM does not expire. If you forget your SAM login information at some time in the future, you may contact me at maryann.watson.excel@gmail.com .</p> | |
| | 6. For fun... | <input type="checkbox"/> | - Excel Funcs | |
| | | <input type="checkbox"/> | - Can't Stop Exceling  | |

Completato! Congratulazioni!

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.