

CIS 111 Week 6 Part 1 Assignment Schedule

Excel, Access, HTML		Discovering Computers, important info		SAM exams, quizzes		Hyperlinks		Due dates	
Date	Topic	✓	Assignments					REAL Due Dates	
Week 6 begins Friday, March 7.	1. Use weekly checklist	<input type="checkbox"/>	Procedure same as in previous weeks.					<input type="checkbox"/> Excel Module 3 SAM Real Exam due by Monday, March 10, 11:59pm. DON'T WAIT UNTIL LAST MINUTE.	
	2. SAM Practice Exam	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments. -Always do assignments in the order listed below.						
	3. SAM 'REAL Exam Module 3 (required)	<input type="checkbox"/>	-SAM Practice Exam for Excel Module 3 –Multiple tries are allowed. -SAM Real Exam for Excel Module 3 – Follow instructions in SAM. This is a 'REAL' exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work.						
	4. Watch videos	<input type="checkbox"/>	These videos will help you understand concepts covered in Module 4. - If Function - Calculator - Conditional Formatting - Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR						
	5. Download folder	<input type="checkbox"/>	- Download Excel Module 4 folder from Watson's Website Folders page . Unzip & rename the Module 4 folder. - Login to SAM to download textbook project for Module 4. This chapter will be about the Cranford Mortgage business.						
	6. Module 4 – Financial Functions, Data Tables, & Amortization Schedules (required)	<input type="checkbox"/>	-“Cranford...” instructions are in the Module 4 chapter in the textbook. -Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook. OR Multitask between watching the YouTube video and using the SAM Start file to complete the project. NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme. Part 1 - https://www.youtube.com/watch?v=aX04YZzZ4iM						

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

		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Part 2</p> <p>-https://www.youtube.com/watch?v=mfw5L2E-xEw</p> <p>NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.</p> <p>- SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.</p> <p>- After file is graded by SAM, look at the graded report. Fix whatever may be wrong and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. <u>You must read the chapter for instructions.</u></p>	
	7. Blog & email	<input type="checkbox"/> <input type="checkbox"/>	<p>-Check Blog several times a week.</p> <p>-Check personal email several times a week.</p>	

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