CIS 111 Week 6 Part 2 Assignment Schedule

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

Date	Topic	✓	Assignments	REAL Due Dates
Week 6 begins Monday, March 10.	1. **Use weekly checklist** 2. **SAM Training - (required)** 3. **SAM Project - (required)** 4. **Turn in folder** 5. **SAM REAL Excel Theory Exam (required)** 6. FYI videos 7. DC Chapter 4: "Programs & Apps" 8. **DC QUIZ 4 – "Programs & Apps…"**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Procedure same as in previous weeks. -Use checklist to keep track of your completed assignments. -Always do assignments in the order listed below. **- SAM Training for Module 4** **-SAM Project for Module 4 – Smith & Lyngate Insurance** -Close all files inside the module folder. -Close the folder, too. -Drag your folder to my shared Google Drive. **-Complete the SAM REAL Excel Theory Exam** **NOTE: "Required" will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.** Students look everything up on Google, but you might find these videos interesting: - **How to find programs and apps in Windows 10** - **Useful Windows Apps** - **Personal Finance Apps** - **Computer Viruses** - **Five Ways to Check for Viruses** - Read Chapter 4 in Discovering Computers. **- Complete the SAM DC Quiz 4.**	☐ **SAM training & project for Module 4 are due Thursday, March 13, 11:59pm.** ☐ **Module 4 folder due by Thursday, March 13, 11:59pm.** **Drag Module 2 folder into shared Google Drive** ☐ **SAM REAL Excel Theory Exam due Thursday, March 13, 11:59pm.** ☐ **Complete the reading for DC Chapter 4 before March 13.** ☐ **DC Ch 4 Quiz in SAM is due Thursday, March 13, 11:59pm.**
	9. Blog & email	☐ ☐	-Check **Blog** several times a week. -Check personal email several times a week.	

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