

CIS 111 Week 6 Part 1 Assignment Schedule

Excel, Access, HTML Discovering Computers, important info SAM exams, quizzes Hyperlinks Due dates		✓	Assignments	REAL Due Dates
Week 6 begins Monday, Sept. 28.	1. Use weekly checklist	☐	Procedure same as in previous weeks. -Use checklist to keep track of your completed assignments. -Always do assignments in the order listed below.	☐ Excel Module 3 SAM Real Exam due by Thursday, October 1, 11:59pm. DON'T WAIT UNTIL LAST MINUTE.
	2. SAM Practice Exam 3. SAM 'REAL Exam Module 3 (required)	☐	-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.	
Week 6 begins Monday, Sept. 28.	4. Watch videos	☐	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	☐ SAM textbook project for Module 4 due by Thursday, October 1, 11:59pm.
	5. Download folder	☐	- 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.	
Week 6 begins Monday, Sept. 28.	6. Module 4 – Financial Functions, Data Tables, & Amortization Schedules (required)	☐	-“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=aX04YzZ4iM	

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

