

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 Part 2 begins Thursday, Oct. 1.	1. Use weekly checklist	☐	Procedure same as in previous weeks.	
	2. SAM Training - (required)	☐	-Use checklist to keep track of your completed assignments.	
	3. SAM Project - (required)	☐	-Always do assignments in the order listed below.	
		☐	- SAM Training for Module 4	
	4. Turn in folder	☐	-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.	
	5. SAM REAL Excel Theory Exam (required)	☐	-Complete the SAM REAL Excel Theory Exam	☐ SAM training & project for Module 4 are due Monday, October 5, 11:59pm.
	6. FYI videos	☐	NOTE: “Required” will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.	☐ Module 4 folder due by Monday, October 5, 11:59pm.
Week 6 Part 2 begins Thursday, Oct. 1.		☐	Students look everything up on Google, but you might find these videos interesting:	Drag Module 2 folder into shared Google Drive
		☐	- How to find programs and apps in Windows 10	☐ SAM REAL Excel Theory Exam due Monday, October 5, 11:59pm.
		☐	- Useful Windows Apps	
		☐	- Personal Finance Apps	
		☐	- Computer Viruses	
		☐	- Five Ways to Check for Viruses	
	7. DC Chapter 4: “Programs & Apps”	☐	- Read Chapter 4 in Discovering Computers.	☐ Complete the reading for DC Chapter 4 before October 5.
	8. DC QUIZ 4 – “Programs & Apps...”	☐	- Complete the SAM DC Quiz 4.	☐ DC Ch 4 Quiz in SAM is due Monday, October 5, 11:59pm.
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	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.