## CIS 111 Week 6 Part 1 Assignment Schedule

Ex	cel, Access, HTML		Discovering Computers, important info SAM exams, quizzes Hyperlinks	Due dates
Date	Topic	✓	Assignments	REAL Due Dates
Week 6 begins	1. <u>Use weekly</u> <u>checklist</u>		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
Monday, Sept. 30.	2. SAM Practice Exam		-SAM Practice Exam for Excel Module 3 –Multiple tries are allowed.	due by Thursday, Oct. 3, 11:59pm.
	3. SAM 'REAL Exam Module 3 (required)		-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.  These videos will help you understand concepts covered in Module 4.	DON'T WAIT UNTIL LAST MINUTE.
	4. Watch videos		- If Function - Calculator - Conditional Formatting - Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR	
	5. Download folder		<ul> <li>Download Excel Module 4 folder from Watson's Website Folders page. Unzip &amp; rename the Module 4 folder.</li> <li>Login to SAM to download textbook project for Module 4. This chapter will be about the Cranford Mortgage business.</li> </ul>	☐ SAM textbook project for Module 4 due by Thursday, Oct. 3,
	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	11:59pm.
			the Feathered theme, use the Mesh theme.  Part 1  -https://www.youtube.com/watch?v=aX04YZzZ4iM	

	Part 2 -https://www.youtube.com/watch?v=mfw5L2E-xEw NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.	
	<ul> <li>SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.</li> <li>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. You must read the chapter for instructions.</li> </ul>	
7. Blog & email	-Check Blog several times a week.	
	-Check personal email several times a week.	