

CIS 111 Week 13 Part 1 Assignment Schedule

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

Date	Topic	✓	Assignments	Due Dates
Week 13 Part 1 Monday, Nov. 16.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ SAM Access Module 3 Exam due by Thursday, Nov. 19, 11:59pm.
	2. SAM Practice Exam	☐	-SAM Access Module 3 practice exam	
	3. SAM Real Exam	☐	-SAM Access Module 3 REAL exam	
	4. Watch videos	☐ ☐ ☐	As you progress through Module 4, these videos will help you understand the concepts and techniques. - Creating Reports, Deleting Fields, Print Preview, Saving, Exporting (use numbers at bottom of information on first page to advance to more videos/information.) - Enforce Referential Integrity - Advanced Report Options, Formatting, Header/Footer, Page Numbering, Add Logo, Themes and Fonts (use numbers at bottom of information on first page to advance to more videos/information.)	☐ Access Module 4 folder due by Thursday, Nov. 19, 11:59pm. Drag Module 4 folder into shared Google Drive
	5. Download folder	☐	-Download Access Module 4 from Watson's Website Folders page . Unzip & re-label. Save all SAM Access projects in the Access folder.	
	6. Access – Module 4 – Creating Reports & Forms	☐ ☐ ☐ ☐	-Login to SAM and download Project for Textbook Access Module 4 start file. Save into Access Module 4 folder. -Use the SAM start file to complete the step-by-step instructions for “Vets...” database in Module 4 chapter. -There are no videos for Access Module 4. Use textbook instructions to do the project. -Upload “Vets...” database start file back into SAM for grading. Look at the graded report in SAM and fix errors to re-upload for a better score. -Delete ‘extra’ files from Module 4 folder (the files not used).	
	7. Blog & Gmail	☐	-Check blog and your personal email 3 to 4 times throughout the week.	

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