



## Business and Computer Information Systems Division

### Syllabus for CIS 106—Beginning Excel Fall Semester, 2022, online

<b>CRN:</b>	13238
<b>Units:</b>	3
<b>Instructor:</b>	Professor Troop, B.A., M.A. Certified Microsoft Office Specialist
<b>Web site:</b>	<a href="http://staffwww.fullcoll.edu/jtroop">staffwww.fullcoll.edu/jtroop</a>
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<b>Office Telephone:</b>	(714) 992-7206 (Since I am seldom in my office outside of my on-campus office hours, you are better off contacting me via email.)
<b>On-Campus Office Hours</b>	Monday and Wednesday, from 11:30 a.m. to 12:30 p.m.
<b>Off-Campus Office Hours:</b>	The professor monitors her email during the following days and hours: Tuesday, and Thursday, from 7 p.m. to 8 p.m.; and Friday, from 7 p.m. to 8:30 p.m. Emails are answered in the order they are received.
<b>Textbook:</b>	<u>Microsoft Office 365 Excel 2019 Comprehensive</u> , by Freund and Starks (see next page for details on text) although the bookstore may have a few paper copies of the book, it is faster, easier, and much less expensive to buy the electronic version. You will be working in the electronic version for this class.
<b>Prerequisite:</b>	Introduction to computers and a general knowledge of the Microsoft Windows operating system
<b>Materials Needed:</b>	A windows-based or Mac computer, access to the Internet, the textbook, and a Cengage Unlimited Access code. <b>Do not attempt to take this course on a phone or a tablet device, for example, an iPad.</b>

**If you need a computer**, please contact Student Services regarding a loaner. There is no charge for borrowing a computer from the college. You can find information on this on the school web site below:

<https://coronavirus.fullcoll.edu/2020/04/14/laptops-available-to-students>

**Course Description:** See college catalog.

**Course Objectives:** See college catalog.

### **Getting Set with Your Textbook Publisher Materials**

Since your textbook will be in electronic form and you will be submitting your work electronically, you will need to get a Cengage Unlimited Access Code in order to take this class. It can be purchased at the bookstore or directly from the textbook publisher online.

#### **Purchasing the Access Code at the Bookstore**

- Go to the counter in the college bookstore and verify that your class is using Cengage Unlimited.
- Purchase the access code that you want (four months version or a longer one).
- Then move on to the directions below for **Steps for Setting Up your Textbook Access**

#### **Steps for Setting Up your Textbook Access**

Follow the steps at this link: <https://startstrong.cengage.com/mindtap-canvas-ia-no/>

The steps at this link outline how to login to Cengage through Canvas and how to create a new Cengage Account, and (if necessary) purchase an Access Code for Cengage Unlimited.

### **Getting Academic and/or Computing Help**

The ASC (Academic Support Center) is made up of the **Writing Center, Skills Center, and Tutoring Center, and they are all in the Library/Learning Resource Center on the first floor.**

#### The Writing Center Services, Phone Number, and Location

The Writing Center offers one-on-one tutoring helping with the writing process (prewriting, drafting, revising, and editing). It is located in Room 808 in the Library/Learning Resource Center. Enter on the West side of the building. Call to make an appointment at 714-992-7153. For ASC online tutoring, go to asc.fullcoll.edu. The Center is available through Canvas. The email address is writingcenter@fullcoll.edu. You may get help through in-person, live Zoom tutoring or submit a writing assignment for feedback (four-hour turnaround time service).

Online tutoring and ASC live chat are available at <http://academicsupport.fullcoll.edu/>. Chat is available Mon. – Thurs., 9 a.m. – 5 p.m. Visit the [website](http://asc.fullcoll.edu) (asc.fullcoll.edu) for more information.

Students can use computers for Zoom classes during the in-person hours. You can use this number to schedule tutoring appointments or for submitting papers for feedback. You can do live chat at <http://academicsupport.fullcoll.edu>

The hours for the Writing Center are:

In-person: Mon. – Thurs., 9 a.m. – 5 p.m. The tutors do occasionally take walk-ins.

Online hours: Mon. – Thurs., 9 a.m. – 5 p.m.; Friday, 9 a.m. - 2 p.m., and Sat., 10 a.m. – 2 p.m.

Again, Chat is available Mon. – Thurs., 9 a.m. – 5 p.m.

You can schedule an appointment as far ahead of time as ten days. You may schedule a 30-minute or one hour-appointment. The name of the Admin. For the Writing Center is Sara Camacho.

### The Tutoring Center

The Tutoring Center offers one-on-one or group tutoring helping with *writing with a special emphasis on editing and helping ESL learners.*

### **Computer Help Below**

#### **Academic Computing Technologies Help Desk**

Monday – Friday, 7:30 a.m. – 5 p.m.

The phone number for the help desk is 714-992-7111.

You can also reach them at helpdesk@fullcoll.edu.

They are located in Room 517 (first floor of the 500 Building)

This is where you can go to borrow a computer or change a password. If you need other computer help, call to see if they offer the service you need or if they can direct you to the correct place. The staff there will do initial trouble shooting to see if they can help.

#### **The 511 Computer Lab**

In case you need to come to campus to use a computer or would like to work where there is a lab tech to help you with computer programs, the fall hours for the Room 511 computer lab are: Monday to Friday, from 7:30 a.m. to 4:00 p.m., but are subject to change. No tutors for English are available there, but the lab tech can help you with Word and Excel, among other programs. She can also help you search the Internet. The lab tech's name is Regina and her service dog is named Gypsy.

### **Student Learning Outcomes Statement**

Upon successful completion of CIS 106 F, Spreadsheet I, the student will be able to create a basic spreadsheet that uses a variety of data types.

Upon successful completion of CIS 106 F, Spreadsheet I, the student will be able to create a worksheet that contains spreadsheet formula and other calculations.

Upon successful completion of CIS 106 F, Spreadsheet I, the student will be able to create a worksheet that includes at least five different graphs representing worksheet data.

*The above outcomes certainly do not include **all** that you will learn this semester.*

### **Assignments, Attendance, Make-Ups, and Extra Credit**

**Late Assignments** - Assignments are to be submitted on the due dates shown in this syllabus. Late assignments receive half credit. Therefore, it is in your best interest to start assignments early so that you can get help if needed well before the due date. If you know that you will be hard pressed to have time to do assignments at a particular time during the semester, submit them early. Help is available in the tutoring center. Go to the college web site for more information on the Center. If you are impossibly behind, you may want to consider taking the class a different semester

**Attendance** - A student who misses a total of two assignments, consecutive or not, **may** be dropped and not reinstated. This impacts the student's financial aid.

**Make-Ups** – Make-up exams are given for half credit and are generally much longer and considerably more difficult than tests taken on time. *A make-up at half credit would be worth missing one assignment that was turned in on time.* See the last page of this syllabus for points possible for assignments and tests.

**Extra Credit** – No favoritism is shown by giving extra credit. Students have many opportunities to earn points during the semester. Grades are *already* not based on percentages the total points possible but on the highest number of points earned by a student in the class which lowers the number of points needed for each letter grade. Please see **How Grades are Calculated** in this syllabus. You will see that extra credit would cheat the other students in the class.

### **Student Responsibility to Drop Classes (from our Class Schedule)**

“If you decide not to participate in classes for which you have registered, it is your responsibility to officially drop within published deadlines. If fees have not been paid, students who drop classes after the refund deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid.”

### **Assignment “Slots” on Canvas**

In the interest of latitude, all of the *possible* assignments are listed on Canvas. This does not mean that they are all assigned. They are merely on Canvas to provide a “slot” in which to submit assignments *if* they were assigned to the class. They are assigned some semesters and not others.

### **How Grades are Calculated**

At the end of the semester, each student's points are added up. The highest number of points earned by a student in the class will constitute the top of the A grade range (regardless of the total number of points possible in the class.) **This system works to the students' advantage, but it is also competitive.**

Students who have total points equal to 90% or above of the highest number of points earned by the student with the highest number of points will receive an A.

Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive a B.

Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive a C.

Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive a D.

Students who have total points below 60% of the highest number of accumulated points will receive an F.

Generally speaking, only those who stop submitting assignments without officially dropping receive a failing grade.

### **EXAMPLE OF GRADING CALCULATION**

Regardless of the total number of points possible, assume that the student with the highest number of points got 1000.

- This means that the person with 1000 points gets an A.
- Those with 900 to 999 points receive an A also.
- Those with 800 to 899 points receive a B.
- Those with 700 to 799 points receive a C.
- Those with 600 to 699 points receive a D.
- Those with below 600 points receive an F.

### **The Danger in Submitting Someone Else's Assignments as Your Own or "Helping" Another Student on a Test**

Please be aware that turning in another student's assignments as your own is detected by the software. and will result in an F grade for the class.

Additionally, if you in any way "help" another student on a test or tell another student what is on a test, that student may end up with more points than you or may accumulate the most points in the class. **That may cause your grade to go down.** Please remember that this class is *competitive*.

### **Emergency Response Statement**

The college emergency response statement addresses our actions in case of an earthquake and is written for students who are attending class on campus.

Please take note of the safety features and study the posted evacuation route either in the hall or in the room. The most direct route to the grass may not be the safest because of the existence of roofing tiles or other potentially hazardous things. During strong quakes the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

### **Student Conduct Statement**

Students have an obligation to become familiar with the college's policies, rules, and regulations and to conduct themselves in a reasonable, respectful, manner conducive to attaining their educational goals. The students should refer to the college catalog under the heading student conduct for additional information.

### **ADA Statement**

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

If you do not have access to a computer, you may use the lab that is available to students in this class. It will be closed in observance of holidays when the school is closed. Computers are also available in the library.

## Network Accounts and Passwords

You must have a computer account and password. The computer account is your student ID number. The password is the password you received on MyGateway when you registered. *Write down your account number and password and keep them safe.* The account is free. You may also use a free e-mail account through the school.

## Lab Hours for Room 511

*The 511 Lab will be open on specific days during this term.* Please call the lab for the hours. You may also be able to use the lab computers remotely. You should call Regina Daxon in the 511 lab about availability. The instructions are posted on the class Canvas page under the title "Using Remote PC Labs".

## Instructions for completing Canvas Tests

Instructions for taking Tests and submitting assignments Canvas, follow.

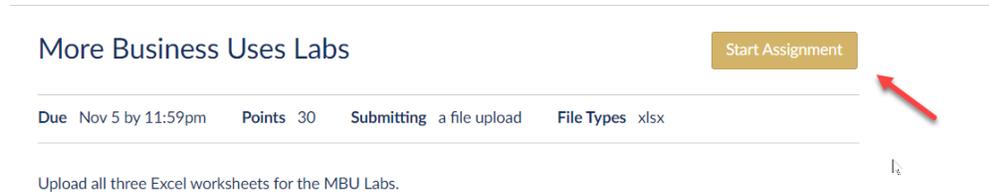
1. Login to Canvas.
2. Click the Test link you want to start. You see the Quiz screen.

The screenshot shows a 'Sample Quiz' interface. At the top left, there is a warning banner: 'This is a preview of the draft version of the quiz'. Below this, it says 'Started: Aug 4 at 4:05pm' and 'Quiz Instructions'. A red arrow points to the text 'The instructions for the quiz go here.' in the 'Quiz Instructions' section. On the right side, there is a 'Questions' list with 'Question 1' and 'Question 2'. Below this is a 'Time Running' section showing '19 Minutes, 53 Seconds' and a 'Hide Time' button. A red arrow points to the 'Time Running' section. The main content area contains two questions. 'Question 1' asks to 'Choose the right answer' and lists four options: 'Answer A', 'Answer B', 'Answer C', and 'Answer D'. 'Question 2' asks to 'Choose another right answer' and lists four options: 'A1', 'A2', 'A3', and 'A4'. A red arrow points to the 'Submit Quiz' button at the bottom right of the interface. At the bottom left, there is a 'Not saved' indicator.

The quiz timer is on the right, the quiz instructions are at the top, and the submit button is at the bottom. Answer the questions, watch the timer, and click Submit when done.

To submit files to an assignment:

1. Click the assignment link.
2. Read the assignment instructions and click the Start Assignment button.



3. Click the Choose File button to choose a file to upload.

## More Business Uses Labs

Due Nov 5 by 11:59pm Points 30 Submitting a file upload File Types

Upload all three Excel worksheets for the MBU Labs.

A screenshot of the file upload interface. At the top, there are tabs for 'File Upload', 'Studio', 'Google Drive', and 'Office 365'. Below the tabs, the instruction 'Upload a file, or choose a file you've already uploaded.' is shown. A red arrow points to a 'Choose File' button, which is currently disabled and shows 'No file chosen'. Below this button is a link '+ Add Another File'. At the bottom of the interface, there is a 'Comments...' text area and two buttons: 'Cancel' and 'Submit Assignment'.

4. Choose a file and click Open to attach the file.
5. Click the Add Another File link. This displays a second Choose File button. Click this second button and choose another file to upload.
6. To add a comment to the assignment, click in the comment field and type your comment. The comment will be submitted along with the assignment.

## More Business Uses Labs

Due Nov 5 by 11:59pm Points 30 Submitting a file upload File Types xlsx

Upload all three Excel worksheets for the MBU Labs.

File Upload Studio Google Drive Office 365

Upload a file, or choose a file you've already uploaded.

Choose File SIMnet Grade...2-09 PM.xlsx X

Choose File No file chosen X

+ Add Another File

Comments...

Cancel Submit Assignment

Note: If the instructor has restricted the file type of the upload you will only be able to upload files that have the indicated file type.

## Beginning Excel Schedule of Assignments and Due Dates for Fall Semester, 2022

The dates for tests and due dates for assignments *may* fall on various days of the week as you move through the semester. Post the dates on your calendars. Do not assume they will always be on a particular day of the week or you will miss them.

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### Getting Started

**Assignments** Go online to get a Cengage access code This gives you access to an online version of your book and the software to do the assignments; this is the least expensive, easiest, fastest, and recommended way to do this. Directions are on page 2 of this syllabus.

Read the information posted on Canvas about using Cengage and doing assignments.

If you are not familiar with the current Office Suite, you may want to read through the section at the beginning of your textbook on Microsoft Office and Windows. This Module is optional, and you have no lab assignments for it. **You will not be tested on any of the material in this section, but you must be familiar with Windows.**

**Due:** **These assignments should be done by Saturday, August 27.**

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Assignment Read **all the way through** this syllabus and take the syllabus quiz.

**\*\*\*\*\*Syllabus quiz on Saturday, August 27. Open until midnight\*\*\*\*\***

*Please put this on your calendar. Make sure that you are ready. You may take it as many times as you like, but you should get at least 80% or you may be dropped from the class as a no show.*

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### Module 1

Textbook Assignments for Module 1, Creating a Worksheet and a Chart

- Excel Module 1 SAM training: observe, practice, apply
- Excel Module 1 SAM End of Module Project 1
- Excel Module 1 SAM End of Module Project 2
- Excel Module 1 SAM Project A
- Excel Module 1 SAM Project B
- Excel Module 1 SAM Exam

**Due:** **Submit textbook assignments by midnight Saturday, September 3.**

## Module 2

### Textbook Assignments for Module 2, Formulas, Functions, and Formatting

- Excel Module 2 SAM training: observe, practice, apply
- Excel Module 2 SAM End of Module Project 1
- Excel Module 2 SAM End of Module Project 2
- Excel Module 2 SAM Project A
- Excel Module 2 SAM Project B
- Excel Module 2 SAM Exam

Due: **Submit assignments via Canvas by midnight Saturday, September 10.**

**Take test on Excel Chapters 1 and 2 online Saturday, September 17. Test will be open until midnight.**

## Module 3

### Textbook Assignment for Module 3 —Working with Large Worksheets, Charting, and What-if Analysis

- Excel Module 3 SAM training: observe, practice, apply
- Excel Module 3 SAM End of Module Project 1
- Excel Module 3 SAM End of Module Project 2
- Excel Module 3 SAM Project A
- Excel Module 3 SAM Project B
- Excel Module 3 SAM Exam

Due: **Submit assignments via Canvas by midnight Saturday, September 24.**

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## Module 4

### Textbook assignment for Module 4 — Financial Functions, Data Tables, and Amortization Schedules

- Excel Module 4 SAM training: observe, practice, apply
- Excel Module 4 SAM End of Module Project 1
- Excel Module 4 SAM Project A
- Excel Module 4 SAM Project B
- Excel Module 4 SAM Exam

Due: **Submit assignments via Canvas by midnight Saturday, October 1.**

**Online Test on Modules 3-4 (multiple choice) - It will be available until midnight, Saturday, October 8.**

## Module 5

### Textbook Assignment for Module 5 — Working with Multiple Worksheets and Workbooks

- Excel Module 5 SAM training: observe, practice, apply
- Excel Module 5 SAM End of Module Project 1
- Excel Module 5 SAM Project A
- Excel Module 5 SAM Project B
- Excel Module 5 SAM Exam

Due: Submit assignments via Canvas by, midnight **Saturday, October 15.**

**Take the online test on Chapter 5. It will be available until midnight on Saturday, October 22.**

### More Business Uses Chapter

Assignment More Business Uses (MBU) Module — This module is written by the professor and is available on her website. Follow the directions in the module to complete it. Do not do the labs yet. They will be assigned next week. You will be submitting only the invoice that you created in the module this week.

Due: Submit the invoice from MBU (More Business Uses) chapter via Canvas by, midnight, **Saturday, October 29.**

Note: It will take the professor some time to post the points on Canvas.

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### More Business Uses, Continued

Assignment for the labs in More Business Uses Module

- More Business Uses Lab 1
- More Business Uses Lab 2
- More Business Uses Lab 3

Due: Submit your assignment (the three labs) via Canvas by midnight, **Saturday, November 5.**

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## Module 6

### Textbook Assignments for Module 6 lecture—Creating, Sorting, and Querying a Table (Databases)

Note: “Tables” are known generically as **databases** or **lists**.

- Excel Module 6 SAM training: observe, practice, apply
- Excel Module 6 SAM Project A
- Excel Module 6 SAM Project B
- Excel Module 6 SAM Exam

Due: **Assignments are due midnight, Saturday, November 12.**

**Test on Chapter 6 – the test will be open all day Saturday, November 19, until midnight**

Module 7 is not assigned.

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## Module 8

### Assignment for Module 8—Working with Trendlines, Pivot Tables, Pivot Charts, and Slicers

- Excel Module 8 SAM training: observe, practice, apply
- Excel Module 8 SAM Project A

Due: Submit assignments via Canvas by, midnight, **Saturday, November 26.**

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## Final Exam

- Use this time between turning in your Module 8 assignments and the final exam to prepare for the Module 8 test.
- **This test will serve as the Final Exam.**
- **The test will be available until midnight on Saturday, December 10.**

*December 10 is the last day of the semester. Please remember that our division policy requires students to take and pass the final exam in order to pass the class. Calendar this date.*

FULLERTON COLLEGE  
INSTRUCTIONAL COMPUTING  
ACCEPTABLE USE POLICY  
STATEMENT

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College.

Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Playing games.
6. Using the network for financial gain, commercial, or illegal activity.
7. Using the network to access material or make individual contacts or communications that are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use. Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

FULLERTON COLLEGE  
ACADEMIC HONESTY POLICY  
STATEMENT

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
  - A. Stealing or passing off as one's own the ideas or words of another,
  - B. Using a creative production without crediting the source. The following cases constitute plagiarism:
    - Paraphrasing published material without acknowledging the source,
    - Making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
    - Writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
    - Submitting under one's own name term papers or other reports which have been prepared by others
  
2. Students shall not cheat, which is defined as:
  - A. Using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
  - B. Misreporting or altering the data in laboratory or research projects involving the collection of data.
  
3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. Instructors may deal with academic dishonesty in one or more of the following ways:
  - A. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honest); assign an F on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an F in the course as in cases where the dishonesty was serious, premediated, or part of an ongoing scheme.
  - B. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

Summary of Assignments, Points, and Due Dates for Fall, 2022

Modules	Pts	Due	Modules	Pts	Due
<b>Syllabus Quiz</b>	10	8/27	<b>Module 5 – Multiple Worksheets &amp; Files</b>		
Module 1-Creating Worksheet & Chart			SAM training: observe, practice, apply	10	10/15
SAM training: observe, practice, apply	10	9/3	Excel Module 5 SAM end of Module Project 1	10	10/15
Excel Module 1 SAM end of Module Project 1	10	9/3	Excel Module 5 SAM Project A	10	10/15
Excel Module 1 SAM end of Module Project 2	10	9/3	Excel Module 5 SAM Project B	10	10/15
Excel Module 1 SAM Project A	10	9/3	Excel Module 5 SAM Exam	10	10/15
Excel Module 1 SAM Project B	10	9/3			
Excel Module 1 SAM Exam	10	9/3	<b>Test on Chapter 5</b>	10	<b>10/22</b>
<b>Module 2 – Formulas, Functions, Formatting</b>			<b>More Business Uses—(MBU) handout</b>		
SAM training: observe, practice, apply	10	9/10	Invoice created in the chapter	10	<b>10/29</b>
Excel Module 2 SAM end of Module Project 1	10	9/10			
Excel Module 2 SAM end of Module Project 2	10	9/10	MBU lab 1 – due one week after invoice	10	<b>11/5</b>
Excel Module 2 SAM Project A	10	9/10	MBU lab 2 – due one week after invoice	10	<b>11/5</b>
Excel Module 2 SAM Project B	10	9/10	MBU lab 3 – due one week after invoice	10	<b>11/5</b>
Chapter 1 and 2 Module 2 SAM Exam	10	9/10	<b>No test on the MBU chapter</b>		
<b>Test on Chapters 1 and 2</b>	20	<b>9/17</b>	<b>Module 6 – Creating, Sorting, Querying a Table (Databases)</b>		
			SAM training: observe, practice, apply	10	11/12
<b>Module 3 – Large Worksheets, etc.</b>			Excel Module 6 SAM Project A	10	11/12
SAM training: observe, practice, apply	10	9/24	Excel Module 6 SAM Project B	10	11/12
Excel Module 3 SAM end of Module Project 1	10	9/24	Excel Module 6 SAM Exam	10	11/12
Excel Module 3 SAM end of Module Project 2	10	9/24			
Excel Module 3 SAM Project A	10	9/24	<b>Test on Chapter 6 – no test on MBU</b>	10	11/19
Excel Module 3 SAM Project B	10	9/24			
Excel Module 3 SAM Exam	10	9/24	<b>WE WILL NOT DO MODULE 7.</b>		
<b>Module 4 – Financial Functions, etc.</b>			<b>Module 8—PivotTables</b>		
SAM training: observe, practice, apply	10	10/1	SAM training: observe, practice, apply	10	11/26
Excel Module 4 SAM end of Module Project 1	10	10/1	Excel Module 8 SAM Project A	10	11/26
Excel Module 4 SAM Project A	10	10/1			
Excel Module 4 SAM Project B	10	10/1	<b>Test on Module 8 - Final</b>	10	<b>12/10</b>
Excel Module 4 SAM Exam	10	10/1			
			You can see that it is more important to consistently get assignments in on time than rely on test scores for a grade.		
<b>Test on Chapters 3 and 4</b>	20	<b>10/8</b>			