



TENTATIVE—SUBJECT TO CHANGE

**BUSN 1410--Spreadsheet Concepts and Applications
HYBRID COURSE SYLLABUS
Fall Semester 2020 (202112)**

COURSE INFORMATION

Credit Hours/Minutes:

Campus/Class Location:

Class Meets: 40% Hybrid /60% F2F Monday & Wednesday (8:30 a.m. – 10 a.m.)

Course Reference Number (CRN): 20019

Preferred Method of Contact: kmountain@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:Karen.H.Mountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus, Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;
(Thursday) 11:15 a.m. – 12:15 p.m.

Phone: 478-289-2220

Fax Number: 478-248-6336

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT



Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two-year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore stcbookstore@southeasterntech.edu or 478-289-2217 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Microsoft Office 365/Excel 2019 Comprehensive, Freund, Steven and Joy Starks, CENGAGE Learning, ISBN: 978-0-357-02640-3.

REQUIRED SUPPLIES & SOFTWARE

Students will use MindTap/SAM software to complete their assignments using Microsoft Excel 2019. Students are required to check their STC student email daily.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises, and projects.

MAJOR COURSE COMPETENCIES

Spreadsheet Concepts, Creating and Manipulating Data, Formatting Data and Content, Creating and Modifying Formulas, Presenting Data Visually, Collaborating and Securing Data.

PREREQUISITE(S)

COMP 1000

COURSE OUTLINE

1. Spreadsheet Concepts
2. Creating and Manipulating Data
3. Formatting Data and Content
4. Creating and Modifying Formulas
5. Presenting Data Visually
6. Collaborating and Securing Data

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
SAM Textbook Projects	20%
SAM Projects	40%
SAM Trainings	10%
SAM Exams	30%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

BUSN 1410—Spreadsheet Concepts and Applications Fall Semester 2020—Lesson Plan

This course is a hybrid course. Approximately 60 percent of the assignments will be completed in the classroom. Approximately 40 percent of the assignments will be completed outside of the classroom using SAM software. Daily assignments are listed below. Assignments that are not completed during the scheduled class time will be completed by the student outside of the classroom. This will be the hybrid portion of this course. Students must work outside of the scheduled class time in order to complete the assignments listed below. Due dates are also listed below.

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>First Day of Class</p> <p>August 17</p>	<p>Module 1</p>	<p>First Day of the Semester Introduction to Course Review Course Syllabus/Lesson Plan</p> <p>Note: The documents you create working through the textbook are considered as Module Textbook projects and should be save to your Personal Drive (P Drive). The Projects, Project Exams, Trainings, and Training Exams will be taken in SAM.</p>	<p>In Class</p> <p>Required Orientation Assignments:</p> <p>Click the Getting Started link on the course menu in the Blackboard course and complete the items. Complete the orientation assignments, Pledge Acknowledgement Quiz, and Student Introduction.</p> <p>Hybrid</p> <p>Set up Cengage Unlimited: In the Lessons folder, click START HERE and watch the Cengage Registration Process video and complete the steps outlined in the video.</p> <p>Review Blackboard</p> <p>Due August 19 by 11:59 p.m.</p>	

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEKS 1 & 2</p> <p>August 17 – 31</p>		<p>Creating a Worksheet and a Chart</p>	<p>In Class</p> <p>Lecture/Demonstration on Module 1 work from book (Frangold Estate Budget) Pages EX 1-1 – EX 1-65</p> <p>MindTap—Module 1</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 1</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due August 31 by 11:59 p.m.</p>	<p>1-5 a,b,c</p>
<p>WEEKS 3 & 4</p> <p>Monday September 1 - 14</p>	<p>Module 2</p>	<p>Formulas, Functions, and Formatting</p> <p>MONDAY, SEPTEMBER 7 Labor Day Holiday</p>	<p>In Class</p> <p>Lecture/Demonstration on Module 2 work from book (Klapore Engineering Salary Report) Pages EX 2-1 – EX 2-49</p> <p>MindTap—Module 2</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 2</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due September 14 by 11:59 p.m.</p>	<p>1-5 a,b,c</p>

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEKS 5 & 6</p> <p>September 15 –28</p>	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	<p>In Class</p> <p>Lecture/Demonstration on Module 3 work from book (Manola Department Stores, Inc. Financial Projection) Pages EX 3-1 – EX 3-60</p> <p>MindTap—Module 3</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 3</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due September 28 by 11:59 p.m.</p>	1-5 a,b,c
<p>WEEKS 7 & 8</p> <p>September 29 – October 12</p>	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<p>In Class</p> <p>Lecture/Demonstration on Module 4 work from book (Cranford Mortgage Payment Calculator) Pages EX 4-1 – EX 4-49</p> <p>MindTap—Module 4</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 4</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due October 12 by 11:59 p.m.</p>	1-5 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEKS 9 & 10</p> <p>October 13 – 26</p>	Module 5	Working with Multiple Worksheets and Workbooks	<p>In Class</p> <p>Lecture/Demonstration on Module 5 work from book (M&S Provisions Consolidated Expenses) Pages EX 5-1 – EX 5-57</p> <p>MindTap—Module 5</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 5</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due October 26 by 11:59 p.m.</p>	1-5 a,b,c
<p>WEEKS 11 & 12</p> <p>October 27 -- November 9</p>	Module 6	Creating, Sorting, and Querying a Table	<p>In Class</p> <p>Lecture/Demonstration on Module 6 work from book (Bank Account Managers) Pages EX-6-1 – EX 6-55</p> <p>MindTap—Module 6</p> <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training <p>Hybrid</p> <p>MindTap—Module 6</p> <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 • SAM Project A • SAM Project B • SAM Exam <p>Due November 9 at 11:59 p.m.</p>	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 13 & 14 November 10 – 23	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class Lecture/Demonstration on Module 7 work from book (Meyor Insurance Sales Analysis) Pages EX 7-1 – EX 7-76 Hybrid MindTap—Module 7 <ul style="list-style-type: none"> • SAM Textbook Project • SAM Training Due November 23 at 11:59 p.m.	1-6 a,b,c
WEEK 15 November 24 – December 2	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots THANKSGIVING HOLIDAYS November 23 & 24 LAST DAY OF CLASS	In Class MindTap—Module 7 <ul style="list-style-type: none"> • SAM End of Module Project 1 • SAM End of Module Project 2 Hybrid MindTap—Module 7 <ul style="list-style-type: none"> • SAM Project A • SAM Project B • SAM Exam Due December 2 at 11:59 p.m.	1-6 a,b,c

COMPETENCY AREAS:

1. Spreadsheet Concepts
2. Creating and Manipulating Data
3. Formatting Data and Content
4. Creating and Modifying Formulas
5. Presenting Data Visually
6. Collaborating and Securing Data

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

BUSN 1410—Spreadsheet Concepts and Applications

Document Sheet

MODULE 1—Creating a Worksheet and a Chart

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 2—Formulas, Functions, and Formatting

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 3—Working with Large Worksheets, Charting, and What-if-Analysis

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 4—Financial Functions, Data Tables, and

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 5—Working with Multiple Worksheets and Workbooks

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 6—Creating, Sorting, and Querying a Table

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

MODULE 7—Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots

- ___ SAM Textbook Project
- ___ SAM Training
- ___ SAM End of Module Project 1
- ___ SAM End of Module Project 2
- ___ SAM Project A
- ___ SAM Project B
- ___ SAM Exam

Assessment/Assignment	Percentage
___ SAM Textbook Projects	20%
___ SAM Projects	40%
___ SAM Trainings	10%
___ SAM Exams	30%