



<p>Week 4, Monday Sept. 16 cont'd.</p>	<p>5. SAM Training Module 3</p> <p>6. SAM Projects Module 3</p> <p>7. Your grade spreadsheet</p> <p>8. Turn in folder</p> <p>9. SAM Practice Exam</p> <p>10. SAM REAL Exam Module 3 (required)</p> <p>11. Practice Excel Theory exam</p> <p>12. FYI</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -After file is graded by SAM, look at Manola graded report.</li> <li><input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for better score.</li> <li><input type="checkbox"/> -You have 5 tries on projects. Only highest score counts.</li> <li><u>Do not wait until the last minute to do SAM assignments.</u></li> <li><input type="checkbox"/> -Complete the SAM Training for Module 3.</li> <li><input type="checkbox"/> -Complete the remaining four <a href="#">SAM projects</a> for Module 3. Follow SAM instructions. OR multitask by watching the videos and completing the projects using your Start files: <ul style="list-style-type: none"> <li><input type="checkbox"/> -Module 3 project: <a href="#">Raybridge Recruiting</a></li> <li><input type="checkbox"/> -Module 3 project: <a href="#">Sales Dart Services</a></li> <li><input type="checkbox"/> -Module 3 project: <a href="#">Seven Summits Group</a></li> </ul> </li> <li><input type="checkbox"/> -HONORS STUDENTS: This project is only for Honors students in CRN 24383 Capstone project: <a href="#">Ensignt Healthcare Consultants</a></li> <li><input type="checkbox"/> -Fill in your SAM grades on your grade sheet.</li> <li><input type="checkbox"/> -Close all files inside the module folder.</li> <li><input type="checkbox"/> -Close the folder, too.</li> <li><input type="checkbox"/> -Drag your folder to my shared Google Drive.</li> <li><input type="checkbox"/> -Use the SAM Practice Exam for Module 3 to prepare for the REAL Exam.</li> <li><input type="checkbox"/> -SAM 'Real' Exam for Module 3 – Follow instructions in SAM.</li> <li><input type="checkbox"/> -Unlike practice exams, you get only one try on 'real' exams.</li> <li><input type="checkbox"/> -DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY.</li> <li><input type="checkbox"/> -Use the <a href="#">Practice Excel Theory Exam</a> to prepare for the REAL Theory Exam next week.</li> <li><input type="checkbox"/> -<a href="#">Microsoft's resource on IF Function</a></li> </ul>	<p>Cont'd next page...</p> <p><input type="checkbox"/> SAM Module 3 training and projects due by Wed., Sept. 25, by 11:59pm.</p> <p><input type="checkbox"/> Module 3 folder due by Wed., Sept. 25, 11:59pm. <a href="#">Drag Module 3 folder into shared Google Drive</a></p> <p><input type="checkbox"/> SAM REAL Exam Module 3 due by Wed., Sept. 25, 11:59pm.</p> <p><input type="checkbox"/> Use practice exam</p>
	<p>13. Blog &amp; email</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Post questions on <a href="#">Blog</a>.</li> <li><input type="checkbox"/> -Check blog 3-4 times a week.</li> <li><input type="checkbox"/> -Check your personal email 3-4 times a week.</li> </ul>	