

BEGINNING WORD 2013

Progress Record – CAS 216

WEEK 1														
Academic Integrity Statement														
Chapter 1				Chapter 2				Chapter 3						
Exercise 1.1A, B	1			Exercise 2.1A, B, C, D			1		Exercise 3.1A, B, C, D, E, F		1			
Exercise 1.2A, B (no print)				Exercise 2.2A			1		Exercise 3.2A, B, C, D		1			
Exercise 1.3A, B (no print)				Exercise 2.2B			1		Exercise 3.3A, B		1			
Exercise 1.4	1			Exercise 2.2C			1		Assessment 3.3		4			
Exercise 1.5	1			Assessment 2.3			4		Assessment 3.4		4			
Assessment 1.1	4			Assessment 2.5			4							
WEEK 2														
Chapter 4				Chapter 5				Unit 1						
Exercise 4.1A, B	1			Exercise 5.1			1		Assessment 1.6				4	
Exercise 4.2A, B, C	1			Exercise 5.2A			1		Assessment 1.9				4	
Exercise 4.3A, B, C, D, E	1			Exercise 5.3 B & C only			1		Assessment 1.11				4	
Exercise 4.4A, B, C	1			Exercise 5.4A			1							
Exercise 4.5A, B	1			Assessment 5.2			4							
Exercise 4.6A, B	1													
Assessment 4.3	4			Letter 1 (packet)			4							
Assessment 4.7	4													
WEEK 3														
Chapter 6				Chapter 7				Chapter 8						
Exercise 6.1A, B, C, D	1			Exercise 7.1A, B, C			1		Exercise 8.1A, B, C, D				1	
Exercise 6.2A	1			Exercise 7.2A			1		Exercise 8.2A				1	
Exercise 6.2B	1			Exercise 7.2B			1		Assessment 8.1				4	
Exercise 6.2C	1			Exercise 7.3A, B, C			1							
Exercise 6.3A, B, C, D	1			Exercise 7.4A, B			1		Chapter 9					
Exercise 6.4A, B, C	1			Assessment 7.1			4		Exercise 9.3				1	
Assessment 6.3	4							Assessment 9.3					4	
Assessment 6.5	4													
WEEK 4														
Chapter 10				Chapter 11				Chapter 21						
Exercise 10.1 (all letters, no print)				Exercise 11.1			1		Exercise 21.1				1	
Exercise 10.2	1			Exercise 11.2			1		Assessment 21.1				4	
Exercise 10.3A	1			Exercise 11.3			1							
Exercise 10.3B	1			Exercise 11.4A, B			1		TEST 2					
Exercise 10.5	1			Assessment 11.2			4		Document 1				10	
Assessment 10.2	4							Document 2					10	
Assessment 10.6	4							Document 3					10	

WEEK 5										
Chapter 13				Chapter 19				Chapter 26		
Exercise 13.1A, B, C	1			Exercise 19.1	1			Exercise 26.1A	1	
Exercise 13.2A, B	1			Exercise 19.3	1			Exercise 26.1B	1	
Exercise 13.5	1			Exercise 19.4	1			Exercise 26.2A, B, C	1	
Assessment 13.1	4			Assessment 19.3	4			Assessment 26.1	4	
Letter/Table Doc (packet)	4			Two-Page Letter (packet)	4					
WEEK 6										
Chapter 16				Chapter 21				TEST 3		
Exercise 16.1A, B, C	1			Exercise 21.1	1			Document 1	10	
Practice Merge (packet)	1			Assessment 21.1	4			Document 2	10	
Assessment 16.1	4			MLA Report (packet)	4			Document 3	10	
Assessment 16.2	4									
								Portfolio Project	35	

COURSE GRADE		
Exercises (55)	55	
Assessment (30)	120	
Test 1	30	
Test 2	30	
Test 3	30	
Portfolio Project	35	
Total Points	300	