

# BEGINNING WORD 2013

## Progress Record – CAS 216

WEEK 1			
Academic Integrity Statement			
<b>Chapter 1</b>			
Exercise 1.1A, B	1		
Exercise 1.2A, B (no print)			
Exercise 1.3A, B (no print)			
Exercise 1.4	1		
Exercise 1.5	1		
Assessment 1.1	4		
WEEK 2			
<b>Chapter 4</b>		<b>Chapter 5</b>	
Exercise 4.1A, B	1		
Exercise 4.2A, B, C	1		
Exercise 4.3A, B, C, D, E	1		
Exercise 4.4A, B, C	1		
Exercise 4.5A, B	1		
Exercise 4.6A, B	1		
Assessment 4.3	4		
Assessment 4.7	4		
<b>WEEK 3</b>			
<b>Chapter 6</b>		<b>Chapter 7</b>	
Exercise 6.1A, B, C, D	1		
Exercise 6.2A	1		
Exercise 6.2B	1		
Exercise 6.2C	1		
Exercise 6.3A, B, C, D	1		
Exercise 6.4A, B, C	1		
Assessment 6.3	4		
Assessment 6.5	4		
WEEK 4			
<b>Chapter 10</b>		<b>Chapter 11</b>	
Exercise 10.1 (all letters, no print)		Exercise 11.1	1
Exercise 10.2	1	Exercise 11.2	1
Exercise 10.3A	1	Exercise 11.3	1
Exercise 10.3B	1	Exercise 11.4A, B	1
Exercise 10.5	1	Assessment 11.2	4
Assessment 10.2	4		
Assessment 10.6	4		
<b>Chapter 21</b>			
Exercise 21.1		Exercise 21.1	1
Assessment 21.1		Assessment 21.1	4
<b>TEST 2</b>			
Document 1		Document 1	10
Document 2		Document 2	10
Document 3		Document 3	10

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

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