

Week	Assignment Description	Lessons	Points Earned	Points Possible
Introduction to Microsoft Word				
22	Lecture and Exercise 1-3	Monday – Pre-assessment for module 1 (NorthStar) & Handout – Due Today		15
	Bonus Exercise 1 (HW)	Tuesday – Study vocabulary and Bonus Exercise 1 for HW – Due Wednesday		5
	GCF Module 1- 3	Wednesday - Lecture and exercise practice 1-3 – Due Today		15
	Section A	Thursday – Section Activities – Due Today		25
	NorthStar Basics – Module 1	Friday – Study for Vocab Quiz and GCF Module 1-3 – Due Today		5
23	Vocab Quiz 1	Monday – Vocab Quiz Unit 1 – On Socrative		50
	Lecture and Exercise 4-6	Tuesday – Study Vocab Unit 2 and Lecture w/Exercises 4-6 & HW (Due Wed)		15
	Bonus Exercise 2 (HW)	Wednesday – Create quizlet terms for unit 2 (See the student book for def.)		5
24	GCF Module 4-6	Monday – Study Unit 2 Vocab and Complete GCF Module 4 – 6 – Due Today		15
	Section B	Tuesday – Section B – Due Today		20
	Vocab Quiz 2	Wednesday – Vocab Quiz Unit 2 – Due Today		5
	Lecture and Exercise 7-8	Thursday - Lecture and Exercise 7-8 – Due Today		10
25	Bonus Exercise 3 (HW)	Monday – Vocab Unit 3 quizlet & Bonus Exercise 3 (HW) – Due Today		5
	GCF Module 7-8	Tuesday – GCF Module 7-8 – Due Today		10
	Section C	Wednesday – Section 3 – Due Today		15
	Vocab Unit 3	Friday – Vocab Test Unit 3 – Due Today		5
26	Section D	Monday – Unit 4 Vocab Quizlet & Section D – Due Today		10
	NorthStar Internet – Module 2	Tuesday – NorthStar Module 2 – Due Today		5
	Section E	Wednesday – Unit 4 Vocab Test & Section E – Due Today		10
	Vocab Unit 4	Thursday – Unit 5 Vocab on Quizlet - Due Today		50

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27	GCF Module 15	Monday – Study Unit 5 Vocab & GCF Module 15 – Due Today		5
	Lecture and Exercise 9	Tuesday – Lecture and Exercise 9 – Due Today		10
	Bonus Exercise 4 (HW)	Wednesday – Bonus Exercise 4 (HW) and Vocab Test Unit 5 – Due Today		5
	Vocab Unit 5			5
28	Section F	Monday – Section F – Due Today		10
	Section G	Tuesday – Section G – Due Today		10
	Assessment 1	Wednesday - Assessment 1 – Due Today		100
	Bonus 1	Thursday – Bonus Opportunity 1 – Due Today		15 extra on lowest grade

29	Section H	Monday – Section H - Due Today		10
	**Writing Activity 1 & 2	Tuesday – GCF Module 17 – Due Today		10
	GCF Module 17	Wednesday – Writing Assignment 1 & 2 Due Friday		5
	Section I	Thursday – NorthStar Module 3 – Due Today		10
	NorthStar Using E-mail – Module 3	Friday – Section I – Due Today		50
30	Midterm	Midterm – Review all of your materials from the beginning of the course Test on Friday		100
31	Section J	Monday – Section J – Due Today		15
	Section K	Tuesday – GCF Module 19 – Due Today		10
	GCF Module 19	Wednesday – Writing Activity 3 & 4 – Due Friday		5
	**Writing Activity 3 & 4	Thursday – Section K – Due Today		10

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32	Section L	Monday – Section L – Due Today		10
	GCF Module 9 – 11, & 20	Tuesday – GCF Modules 9-11 & 20 – Due Today		20
	Section M	Wednesday – Study for test on Friday & Section M – Due Today		15
	Assessment 2	Friday – Assessment 2 – Due Today		100
	Bonus 2	Friday - Bonus Opportunity 2 – Due Monday		10 extra toward lowest grade
33	**Writing Activity 5 & 6	Monday – Writing Activity 5 & 6 – Due Today		10
	GCF Module 16	Tuesday – GCF Module 16 – Due Today		5
	Section N	Wednesday – Section N – Due Today		15
	GCF Module 13, 14 & 18	Thursday - GCF Modules 13-14, & 18 – Due Today		15
34	**Writing Activity 7 & 8	Monday – Writing Activity 7 & 8 – Due Today		10
	Section O	Tuesday – Section O – Due Today		15
	Assessment 3	Wednesday – Assessment 3 – Due Today		100
	Bonus 3	Thursday – Bonus Opportunity 3 – Due Today		5 extra toward lowest grade
	NorthStar Word – Module 5	Thursday or Friday – Word Final Assessment on NorthStar Module 5 – Due Today		50

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Week 3	Assignment Description	Lessons	Points Earned	Points Available
Introduction to Microsoft Excel				
35	Excel Cursors Quiz	Monday – Excel Cursor Quiz – Socrative (Pretest) – Due Today		10
	GCF Modules 1 & 2	Tuesday – GCF Modules 1 & 2 – Due Today		10
	Excel Exercise 1	Wednesday - Excel Exercise 1 – Due Today		10
	GCF Modules 3 & 4	Thursday – Excel Cursor Quiz – Socrative (Graded) & GCF Modules 3 & 4 – Due Today		10
36	Understanding Graphs Worksheet	Monday – Understanding Graphs Worksheet – Due Today		10
	Excel Exercise 2	Tuesday – Exercise 2 – Due Today		10
	GCF Modules 5 & 6	Wednesday – GCF Modules 5 & 6 – Due Today		10
	Excel Exercise 3	Thursday – Exercise 3 – Due Today		10
37	GCF Module 8	Monday – GCF Module 8 – Due Today		5
	Excel Exercise 4	Tuesday – Exercise 4 – Due Today		10
	Workbook Activity 1	Wednesday – Workbook Activity 1 – Due Today		10
	GCF Module 9	Thursday - GCF Module 9 – Due Today		5
38	Excel Exercise 5	Monday – Exercise 5 – Due Today		10
	Workbook Activity 2	Tuesday – Activity 2 – Due Today		10
	GCF Module 10	Wednesday – GCF Module 10 – Due Today		5
	Excel Exercise 6	Thursday – Exercise 6 – Due Today		10

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39	Workbook Activity 3	Monday – Workbook Activity 3 – Due Today	10
	GCF Module 11 & 12	Tuesday – GCF Module 11 & 12 – Due Today	10
	Excel Exercise 7	Wednesday – Exercise 7 – Due Today	10
	Workbook Activity 4	Thursday – Workbook Activity 4 – Due Today	10
40	GCF Module 13	Monday – GCF Module 13 – Due Today	10
	Excel Exercise 8	Tuesday – Exercise 8 – Due Today	10
	Excel Exercise 9	Wednesday – Exercise 9 – Due Today	10
	Workbook Activity 5	Thursday – Workbook Activity 5 – Due Today	10
41	Workbook Activity 6	Monday – Workbook Activity 6 – Due Today	10
	Workbook Activity 7	Tuesday – Workbook Activity 7 – Due Today	10
	NorthStar Module 7	Wednesday – NorthStar Module 7 – Due Today	50
	Excel Final Project	Friday – Excel Final Project – Due Today	100
42	Activity 8 Bonus	Monday - Excel Bonus Opportunity – Due Today	15 extra to lowest grade
	Activity 9 Bonus	Wednesday – Excel Bonus Opportunity – Due Today	10 extra to lowest grade
	Activity 10 Bonus	Friday – Excel Bonus Opportunity – Due Today	5 extra to lowest grade
	Final	Final – Study all material from midterm through now – Due Friday	100
	Total		1525
	ALL Possible Bonus		60