

Course Schedule						
CPTE-105-A Winter 2011 Introduction to Word Processing						
#	Assignment	Pages	Files Needed	Files to Attach	Due	Pts
0	Quiz	None	None	None	1/4	20
1	Tutorial 1	WD 1-37	None	Meyer Letter.docx	1/4	10
2	Rev. for Tutorial 1	WD 38-39	None	Gallatin Letter.docx	1/6	5
3	Tutorial 1 Case 2	WD 40-41	None	EdVest Letter.docx	1/9	5
4	Tutorial 1 Case 3	WD 41-42	None	Melissa.docx	1/11	# 5
5	Tutorial 2 & Tutorial 2 Case 2	WD 45-85 WD 91-92	Design.docx Moth.docx	Design Handout.docx Design Handout Metro.docx Formal Designs.docx Gypsy Moth.docx	1/13	10
6	Tutorial 2 Case 4	WD 93-94	Flour.docx	Flour Form.docx	1/16	# 5
7	Tutorial 3 & Tutorial 3 Case 1	WD 97-137 WD 139-140	Audit.docx Textiles.docx	Audit Report.docx Textiles Report.docx	1/18	10
8	Tutorial 3 Case 4	WD 142-134	None	Dark Sky Protocol.docx	1/20	# 10
9	Tutorial 4 & Rev. for Tutorial 4	WD 147-187 WD 189-190	Addresses.docx Letter.docx Prevention.docx Eating.docx Nutrition.docx	Cover Letter.docx Merged Cover Letters.docx Prevention Newsletter.docx Eating Well.docx Sample Blog.docx Addresses.docx Merged Nutrition Letters.docx Nutrition Blog.docx Nutrition Letter.docx	1/23	10
10	Tutorial 4 Case 2	WD 192	Island.jpg News.docx	Flannery Newsletter.docx	1/25	# 10
11	Tutorial 5	WD 201-252	Placeholder.docx Report.docx Research.docx Vilas Grove.docx	DCP Report.dotx Library Sites.docx Pool Sites.docx Theater Research.docx	1/27	10
12	Tutorial 5 Case 2	WD 256-257	Star.docx Video.docx	HomeFlix.docx Star Report.docx Star Report Template.dotx Video Research.docx	1/30	# 10
13	Tutorial 6	WD 261-303	Client.docx Phone.docx Yoga.docx	Phone Directory.docx Yoga Merged Labels.docx Yoga Letter with Merge Fields.docx Yoga Merged Letters 1.docx Yoga Merged Letters 3.docx	2/1	# 20
14	Tutorial 7	WD 315-366	Budget.xlsx Chart.xlsx Green.docx Green Fields HD.docx Resume.docx	Green Fields Rev.docx Resume.docx Green Fields Single File Web Page.mht Resume Single File Web Page.mht	2/3	# 20
15	Final Exam				No later than 2/7/2011 11:00:00 PM	# 100

indicates the cutoff date for this assignment and previous unmarked assignments - see cutoff date in syllabus!

This color indicates a quiz or final exam. Notice that the quiz must be taken by the next #