

## Assignment Schedule for Computer Applications Spring 2014

Assignment name	Due	Point value	How do I turn it in
About me poster	Monday 1-13	15	Hand in printed in color
Syllabus	Monday 1-13	10	Turn in signed paper copy
Classroom pts and work effort #1	Friday 2-14	50	N/A
Keyboarding Extra Credit	Friday 5-16	unlimited	Show me your skills
Building a computer	Tuesday 1-21	25	Drop box (other)
Exploring windows 7	Thursday 1-23	30	Drop box (other)
E mail 1		5	E mail me
E mail 2		15	E mail me the assignment as an attachment
Chapter 2 review questions		30	Submit electronically
Chapter 2 Exercises (1,5,6,7)		30	Drop box (chapter 2)
Chapter 3 review questions		30	Submit electronically
Chapter 3 exercises (2,5,7,11,12)		45	Dropbox (chapter 3)
Formatting activity (moon landing)		20	Dropbox (other)
Chapter 4 review questions		30	Submit electronically
Chapter 4 exercises (2,6)		30	Dropbox (chapter 4)
Citing activity		40	Dropbox (other)
Word vocab		45	Dropbox (other)
Word test review activity Newsletter		75	Dropbox (other)
Word unit test (Written)		45	Submit electronically
Word unit test (Application)		75	Printed
Intro to Excel		10	Teacher check off
Chapter 5 review questions		30	Submit electronically
Chapter 5 exercises (3,4,7,13)		30	Dropbox (chapter 5)
Chapter 6 review questions		30	Submit electronically
Chapter 6 exercises (2,4)		30	Dropbox (chapter 6)
Formula exercise		20	Dropbox (other)
Initial stock submission		15	Dropbox (other)
Intro to charts		20	Teacher check off
Class stats		20*1.5	Dropbox (other)
Excel Quiz		50	Dropbox (other)
Chapter 7 Review questions		30	Submit electronically
Chapter 7 exercises (2,14)		30	Dropbox (chapter 7)
Real estate activity		20	Dropbox (other)
Excel vocabulary		43	Dropbox (other)
Excel Unit test (written)		40*2	Submit electronically

