

CSA 105 Syllabus

CSA 105 Introduction to Computer Applications Spring 2011
 T/Th 1:00 - 2:15 PM Instructor Martin Benvenuti Phone 401 789-7259
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Office hours will be scheduled before and after class times or by appointment.

Attendance: Generally expected Labs: Create 1 cover sheet assignment

<u>Week</u>	<u>Date</u>	<u>Text Section</u>	<u>MyITLab.com & TRCC Lab Assignments</u>	<u>Reading Assignments & Due Dates:</u>
1		Essential Computing Concepts	Computer comparison assignmentComputer	Due date will be announced in class
2		Internet and the World Wide Web	Internet and the World Wide Web assignment	Due date will be announced in class
3		Getting started w/ Windows Vista	Vista assignments from MyITLab.com	Due date will be announced in class
4		Word Chapter 1 & 2	See MyITLab for Assignments	
5		Word Chapter 2 & 3	See MyITLab for Assignments	
6		Word Chapter 3 & 4	See MyITLab for Assignments	
7		Excel Chapter 1 & 2	See MyITLab for Assignments	
8		Excel Chapter 2 & 3	See MyITLab for Assignments	
9		Excel Chapter 3 & 4	See MyITLab for Assignments	
10		Access Chapter 1 & 2	See MyITLab for Assignments	
11		Access Chapter 2 & 3	See MyITLab for Assignments	
12		Access Chapter 3 & 4	See MyITLab for Assignments	
13		PPT Chapter 1 & 2	See MyITLab for Assignments	
14		PPT Chapter 1 & 2	See MyITLab for Assignments	All My IT Lab assignments
15		PPT Chapter 1 & 2	See MyITLab for Assignments	are due by the
16		Make up day		end of classes

Grading: Labs 27% MyITLab Assignments 68%; Attendance 5%