

CSA 105 Syllabus

CSA 105 Introduction to Computer Applications Fall 2009
 M/W 8:00 - 9:15 AM Instructor Martin Benvenuti Phone 401 789-7259
 E-mail address: martinbenvenuti@yahoo.com MYITLAB Code: **CRSAB4N-420785**

Office hours will be scheduled before and after class times or by appointment.

Attendance: Generally expected Printed Labs: Create 1 cover sheet/ assignment

<u>Week</u>	<u>Date</u>	<u>Text Section</u>	<u>MYITLAB & Assignments</u>	<u>Due Date:</u>
1	8/26	Internet/WWW	Trivia Search Assignment	
2	8/31	Finish Internet/WWW	Computer Super Store Web Page	
		Essential Computing Concepts	Computer Comparison Project	Trivia Search, Web Page, Computer Comparison & WinXP DUE 9/14
	9/2	Getting started w/ Windows XP	Windows XP Ch. 1 Capstone Production Test (.doc)	
3	9/9	Word Chapter 1	See Assignments on MyITLab	See Due Date on MyITLab
4	9/14			
	9/16	Word Chapter 2	See Assignments on MyITLab	
5	9/21			
	9/23	Word Chapter 3	See Assignments on MyITLab	
6	9/28			
	9/30	Word Chapter 4	See Assignments on MyITLab	See Due Date on MyITLab
7	10/5	Excel Chapter 1	See Assignments on MyITLab	
	10/7			
8	10/12	Excel Chapter 2	See Assignments on MyITLab	
	10/14			
9	10/19	Excel Chapter 3	See Assignments on MyITLab	
	10/21			See Due Date on MyITLab
10	10/26	Excel Chapter 4	See Assignments on MyITLab	
	10/28	Access Chapter 1	See Assignments on MyITLab	
11	11/2			See Due Date on MyITLab
	11/4	Access Chapter 2	See Assignments on MyITLab	
12	11/9			
	11/11	NO CLASS	NO CLASS	NO CLASS
13	11/16	Access Chapter 3	See Assignments on MyITLab	See Due Date on MyITLab
	11/18	Access Chapter 4	EXTRA CREDIT ONLY	
14	11/23	PowerPoint Ch 1	See Assignments on MyITLab	See Due Date-MyITLab
	11/25	NO CLASS	NO CLASS	NO CLASS
15	11/30			See Due Date on MyITLab
	12/2	PowerPoint Ch 2	See Assignments on MyITLab	
16	12/7			
	12/9	PowerPoint Ch. 3	See Assignments on MyITLab	
17	12/14	PowerPoint Ch. 4	See Assignments on MyITLab	
	12/16		Last Day of Class	
	12/18	Last day for all assignments to be completed for FINAL grading		

Grading: Intro/WWW/Db-Forms Labs 15%; MYITLAB Assignments 80%; Attendance 5%