

CSA 105 Syllabus

CSA 105 Introduction to Computer Applications Fall 2011
M/W/F 10:00 - 10:50 AM 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 assignment Computer	Due date will be announced in class
2		Getting started w/ Windows Vista	Vista assignments from MyITLab.com	Due date will be announced in class
3		Word Chapter 1 & 2	See MyITLab for Assignments	
4		Word Chapter 2 & 3	See MyITLab for Assignments	
5		Word Chapter 3 & 4	See MyITLab for Assignments	
6		Excel Chapter 1 & 2	See MyITLab for Assignments	
7		Excel Chapter 2 & 3	See MyITLab for Assignments	
8		Excel Chapter 3 & 4	See MyITLab for Assignments	
9		Access Chapter 1 & 2	See MyITLab for Assignments	
10		Access Chapter 2 & 3	See MyITLab for Assignments	
11		Access Chapter 3 & 4	See MyITLab for Assignments	
12		PPT Chapter 1 & 2	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
				are due by the
15		Make up day		end of classes

Grading: Computer Labs 10% MyITLab Assignments 85%; Attendance 5%