

CSA * K 105 Course Schedule and Reading Assignments Fall 2010
Gina Laudone ~ 401-741-5680 ~ GLaudone@trcc.commnet.edu

Week	Date	Chapter/Reading
1	8/27/2010	Logging On, Download Exercise Files, Office Fundamentals Chapter
2	9/3/2010	Word Chapter 1
3	9/10/2010	Word Chapter 2
4	9/17/2010	Word Chapter 3
5	9/24/2010	Word Chapter 4 - Word Exam Handed Out - Due Next Class
6	10/1/2010	Multiple Choice Word Exam , Excel Chapter 1
7	10/8/2010	Excel Chapter 2
8	10/15/2010	Excel Chapter 3
9	10/22/2010	Excel Chapter 4 - Excel Exam Handed Out - Due Next Class
10	10/29/2010	Excel Multiple Choice Exam , Access Chapter 1
11	11/5/2010	Access Chapter 2
12	11/12/2010	Access Chapter 3
13	11/19/2010	Access Chapter 4 - Access Exam Handed Out - Due Next Class
11/26/2010 No Class Thanksgiving Break		
14	12/3/2010	Access Multiple Choice Exam , Power Point Chapters 1 & 2
15	12/10/2010	Power Point Chapters 2 & 3
16	12/17/2010	Last Day Of Class. Final Exam Due - Presentation.

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Please try to read the sections prior to us covering them - there may be some chapters where we do not cover all the material - I will let you know this ahead of time. Reading the material prior to class will help us to move through the topics in a timely manner and will aid you in understanding during the class time.

*All exam dates are listed, if you are not in class when the take home exam is handed out it is your responsibility to email me and ask me for the exam. If you are not in attendance on the day of a Multiple Choice Exam you will be expected to take the exam during the next class.