


**IDS 180 Computer Applications Weekly Outline, subject to change.**

**Class website: <http://w3.salemstate.edu/~ecidzik/>**




**Contact professor: [SSULabs@verizon.net](mailto:SSULabs@verizon.net)**

Thurs/Tues	Description
<b>Thurs, Jan 19 Week 1</b>	<p>Class Website, <a href="http://www.salemstate.edu/~ecidzik">www.salemstate.edu/~ecidzik</a>                      Add <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> to email address book                      Send email to professor                      Classroom &amp; Computing Safety                      Lab Equipment</p> 
<b>Tues, Jan 24 Week 1</b>	<p>Read the entire Class Website                      Fill out Literati survey on class website, due by 5:00pm                      Do two Word online tutorials to prepare for Thursday                      Tutorial links on class website and Canvas</p>
<b>Thurs, Jan 26 Week 2 Lab 1</b>	<p>Tech Terms of the Day                      Word Concepts/Skills                      Lab 1 assigned, bring Flash drive to class</p> 
<b>Tues, Jan 31 Week 2</b>	<p>Email Lab1 <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a>                      Save as: Lab1yourlastname                      Lab due by 5:00pm</p>
<b>Thurs, Feb 2 Week 3 Lab 2</b>	<p>Tech Terms of the Day                      Word Concepts/Skills                      Lab 2 assigned</p> 
<b>Tues, Feb 7 Week 3</b>	<p>Email Lab2 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a>                      Save as: Lab2yourlastname                      Lab due by 5:00pm</p>
<b>Thurs, Feb 09 Week 4 Lab 3</b>	<p>Tech Terms of the Day                      Google/Internet Discussion                      Web Research Concepts/Skills                      Lab 3 assigned</p>  
<b>Tues, Feb 14 Week 4</b>	<p>Email Lab3 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a>                      Save as: Lab3yourlastname                      Lab due by 5:00pm</p>
<b>Thur, Feb 16 Week 5 No Lab</b>	<p>Tech Terms of the Day                      File Management Concepts/Skills                      View Good/Bad Presentation Examples from Canvas</p> 
<b>Tues, Feb 21 Week 5</b>	<p>Do two online PowerPoint tutorials to prepare for Thursday                      Tutorial links on class website and Canvas</p>

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Thurs/Tues	Description
<b>Thur, Feb 23</b> <b>Week 6</b> <b>Lab 4</b>	Tech Terms of the Day PowerPoint Presentation Concepts/Skills Lab 4 assigned 
<b>Tues, Feb 28</b> <b>Week 6</b>	Email Lab4 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab4yourlastname Lab due by 5:00pm Do two Excel online tutorials to prepare for Thursday Tutorial links on class website and Canvas
<b>Thurs, Mar 01</b> <b>Week 7</b> <b>Lab 5</b>	Tech Terms of the Day Excel Concepts/Skills Lab 5 assigned 
<b>Tues, Mar 06</b> <b>Week 7</b>	Email Lab5 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab5yourlastname Lab due by 5:00pm
<b>Thur, Mar 08</b> <b>Week 8</b> <b>Labs 6 &amp; 7</b>	Tech Terms of the Day Excel Concepts/Skills Labs 6 & 7 assigned 
<b>Tues, Mar 13</b> <b>Week 8</b>	Email Lab6 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab6yourlastname Lab due by 5:00pm
<b>Thur, Mar 15</b> <b>Week 9</b> <b>Lab 7</b>	NO CLASS, Spring Break Professor's Choice Lab 7 assigned (OPTIONAL) 
<b>Tues, Mar 20</b> <b>Week 9</b>	Email Lab7 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab7yourlastname Lab due by 5:00pm
<b>Thur, Mar 22</b> <b>Week 10</b> <b>Lab 8</b>	Tech Terms of the Day Excel Concepts/Skills Lab 8 assigned 
<b>Tues, Mar 27</b> <b>Week 10</b>	Email Lab8 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab8yourlastname Lab due by 5:00pm

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Thurs/Tues	Description	
<b>Thurs, Mar 29</b> <b>Week 11</b> <b>Lab 9</b>	Tech Terms of the Day Microsoft Office Integration Concepts/Skills Lab 9 assigned	
<b>Tues, Apr 03</b> <b>Week 11</b>	Email Lab9 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab9yourlastname Lab due by 5:00pm	
<b>Thurs, Apr 05</b> <b>Week 12</b> <b>Lab 10</b>	Microsoft Office Integration Concepts/Skills Lab 10 assigned	
<b>Tues, Apr 10</b> <b>Week 12</b>	Email Lab 10 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab10yourlastname Lab due by 5:00pm	
<b>Thurs, Apr 12</b> <b>Week 13</b> <b>Lab 11</b>	Microsoft Office Integration Concepts/Skills Lab 11 assigned	
<b>Tues, Apr 17</b> <b>Week 13</b>	Email Lab11 to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> Save as: Lab11yourlastname Lab due by 5:00pm	
<b>Thurs, Apr 19</b> <b>Week 14</b> <b>No lab</b>	Tech Terms of the Day Computer Hardware	
<b>Tues, Apr 24</b> <b>Week 14</b> <b>No lab</b>	Prepare for FINAL LAB	
<b>Thurs, Apr 26</b> <b>Week 15</b>	Review for FINAL LAB Lab handed out in class	
<b>Thurs, May 3</b> <b>Week 15</b>	Email Final Lab to <a href="mailto:SSULabs@verizon.net">SSULabs@verizon.net</a> DUE, 12:00pm	