Degree Applicable

Glendale Community College
May 1993
(revised) November 1996

COURSE OUTLINE

Computer Applications & Business Office Technologies 206
Macintosh Basics

I. Catalog Statement

Old Description: Computer Applications & Business Office Technologies 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered will include the skills necessary for managing the desktop, using the mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application.

New Description.
Computer Applications and Business Office Technologies 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered include managing the desktop using a mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application. An introduction to word processing, Internet applications and multimedia integration (music/photos/movies) using Apple iLife will also be covered.

Unit: 1.0
Lecture Hours: 2.0
Lab Hours: 1.0

Prerequisite: None

II. Course Entry Expectations

Skills Level Ranges: Reading 4, Writing 4, Listening/Speaking 4, Math 1.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. become familiar with an operating system which uses a Graphical User Interface (GUI);
2. develop the ability to load the operating system and manage the desktop functions, mouse functions, and menus;
3. understand how to manage hierarchical file, folder, and disk storage systems;
4. demonstrate the ability to interact with the operating system and select appropriate functions for specific tasks.

IV. Course Content

A. Introduction — 2 hours
   1. Floppy and hard disk management
   2. System startup and shut-down

B. Desktop management — 6 hours
   1. Standard screen

2. Mouse skills
3. Menus and special keys

C. File management 6 hours
1. Icons and folders
2. Copying, moving, and deleting files
3. Opening applications and documents
4. Transferring information between applications

D. Fonts, Desk Accessories, and other topics 2 hours

V. Methods of Presentation

The following instructional methodologies may be used in the course:
1.
2.
3.

VI. Assignments and Methods of Evaluation

Written and practical tests will be given after each objective has been reached. Project assignments will test the student's ability to work independently with the operating system components.

VII. Textbook

The Little Mac Book, Williams, New Ed. Due 04/99 PA 5th ed.1998; Peachpit Press
ISBN: 0-201-69673-8