



COURSE OUTLINE : CABOT 206

D Credit – Degree Applicable

COURSE ID 005271

Cyclical Review: October 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 206
COURSE TITLE (FULL) : Macintosh Basics
COURSE TITLE (SHORT) : Macintosh Basics

CATALOG DESCRIPTION

CABOT 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. The course includes an introduction to word processing, Internet applications and multimedia integration using Apple Creativity Apps.

CATALOG NOTES

This course is Pass/No Pass only

Total Lecture Units: 1.00

Total Laboratory Units: 0.00

Total Course Units: 1.00

Total Lecture Hours: 18.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 18.00

Total Out-of-Class Hours: 36.00

Prerequisite: None.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				Read and understand textbook information and instructions; Comprehend information and instructions presented in class lectures and demonstrations.	Yes

EXIT STANDARDS

- 1 use the Macintosh operating system;
- 2 manage files, folders, disk storage systems; also include cloud storage systems, e.g., Apple iCloud
- 3 launch application programs;
- 4 demonstrate basic computer terminology for the Macintosh operating system.

STUDENT LEARNING OUTCOMES

- 1 demonstrate ability various Web browsers to access the Internet
- 2 demonstrate basic mouse operations: point, click, double-click, and drag
- 3 recall and recognize basic computer terminology
- 4 demonstrate ability to customize the MAC system for use in different software applications

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Macintosh OS Desktop <ul style="list-style-type: none"> • Folders & windows (view, preview plane, logging out and shutting down • Organizing your things (folder structure, icon, selecting, moving and copying icons, alias, finder tags, trash, shortcut menus and action menus • Spotlight menu, searching window and smart folders. • Adding and removing software and hardware 	8	0	8
2	Programs in Macintosh OS X <ul style="list-style-type: none"> • Launchpad • Typing, dictating, sharing and backup • Apple Creativity Apps 	4	0	4



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3	Components			
	<ul style="list-style-type: none"> • System preferences (desktop, screensaver, display, keyboard, language and region, mouse, printers and scanners) • Notifications • Disk Drives, iTunes (disk in and out, burning CD's and DVD's and copying files and folders to flash drive) • Cloud computing for storage, e.g., to store data, photos, music, for access anytime via an Internet connection 	6	0	6
				18

OUT OF CLASS ASSIGNMENTS

- 1 readings (e.g. chapter reading or computer news);
- 2 class assignments (e.g. written and hands-on computer activities);
- 3 lab or project assignments (e.g. install an application).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examinations;
- 3 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations



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TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
OS X Yosemite: The Missing Manual		Cambridge: O'Reilly Media, 2015. Print.			Pogue, David	978149194 7166	2015