

COURSE OUTLINE

Computer Applications & Business Office Technologies 206 Macintosh OS X Basics

I. Catalog Statement

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,

Total Lecture Units: 1.0

Total Laboratory Units: 0.0

Total Course Units: 1.0

Total Lecture Hours: 16.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

Total Faculty Contact Hours: 16.0

Prerequisite: None

II. Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- read and understand textbook information and instructions;
- comprehend information and instructions presented in class lectures and demonstrations.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- be familiar with the Macintosh operating system;
- manage the desktop functions, mouse functions, and menus;
- manage file(s), folder(s), and disk storage systems;
- open, minimize, maximize, and restore a window;
- launch application programs;
- modify the desktop by adding and deleting icons, folders, and documents;
- use and demonstrate basic computer terminology.
- demonstrate the ability to interact with the operating system and select appropriate functions for specific tasks.

IV. Course Content

Total Faculty Contact Hours = 16.0

- A. Macintosh OS Desktop (**8 hours**)
 1. Folders & windows (view, preview plane, logging out and shutting down)
 2. Organizing your things (folder structure, icon, selecting, moving and copying icons, alias, finder tags, trash, shortcut menus and action menus)
 3. Spotlight menu, searching window and smart folders.
 4. Adding and removing software and hardware
- B. Programs in Macintosh OS X (**3 hours**)
 1. Launchpad
 2. Typing, dictating, sharing and backup
 3. Apple Creativity Apps
- C. Components (**5 hours**)
 1. System preferences (desktop, screensaver, display, keyboard, language and region, mouse, printers and scanners)
 2. Notifications
 3. Disk, Drives and iTunes (disk in and out, burning CD's and DVD's and copying files and folders to flash drive)

V. **Methods of Instruction**

The following methods of instruction may be used in the course:

- lecture/demonstration;
- interactive discussion;
- hands-on activities and exercises.

VI. **Out of Class Assignments**

The following out of class assignments may be used in the course:

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

VII. **Methods of Evaluation**

The following methods of evaluation may be used in the course:

- quizzes;
- midterm examinations;
- final examination.

VIII. **Textbook(s)**

Pogue, David. *OS X Yosemite: the Missing Manual* . Cambridge: O'Reilly Media, 2015.
Print.

10th Grade Textbook Reading Level. ISBN: 9781491947166

IX. **Student Learning Outcomes**

Upon successful completion of the required coursework, the student will be able to:

- identify the objects and menus on the Macintosh operating system desktop;
- demonstrate basic mouse operations: point, click, double-click and drag;
- recall and apply basic computer terminology.