

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
ART 101S INTRODUCTION TO THE MACINTOSH
2 CREDIT HOURS

COURSE DESCRIPTION

Study of the Macintosh operating system, recent software and hardware. Lab Fee.

COURSE GOALS

The student will:

1. Identify the function of menus and sub menus.
2. Identify and implement common keyboard shortcuts.
3. Create and utilize folders and documents
4. Distinguish between, and utilize programs
5. Identify and correlate various system components and settings
6. Recognize peripheral devices.
7. Participate in internet research
8. Implement basic troubleshooting techniques, routine housekeeping and maintenance
9. Generate documents for output to page (and screen review)
10. Compare and contrast hardware: PCs and Macs
11. Compare and contrast software: Mac and Windows applications.
12. Appraise purchase strategies and decisions.
13. Use appropriate terminology.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Menus and shortcuts
2. Folder and file management
3. The Desktop
4. The System
5. Peripherals
6. Basic troubleshooting, housekeeping and maintenance
7. Terminology
8. Informed purchase decisions