### CIS 50.31 Course Outline as of Spring 2008

# CATALOG INFORMATION

Dept and Nbr: CIS 50.31             Title: UNDERST. YOUR MAC
Full Title: Understanding Your Macintosh
Last Reviewed: 2/2/1999

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | | |
|-------|------|-------------------|------|------|------------------|------|
| Maximum | 3.00 | Lecture Scheduled | 2.00 | 17.5 | Lecture Scheduled | 35.00 |
| Minimum | 3.00 | Lab Scheduled | 0 | 17 | Lab Scheduled | 0 |
| | | Contact DHR | 3.50 | | Contact DHR | 61.25 |
| | | Contact Total | 5.50 | | Contact Total | 96.25 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 70.00              Total Student Learning Hours: 166.25

Title 5 Category:  AA Degree Applicable
Grading:           Grade or P/NP
Repeatability:     00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:          CIS 81.6

**Catalog Description:**
This course covers essential information for those using or owning a Macintosh. Students will master essential day-to-day operational skills, such as making hard disk backups and using virus software and screen savers. Topics include organizing folders, understanding and installing fonts, adding memory and using popular utility programs.

**Prerequisites/Corequisites:**
Completion of CS 105A or higher (CIS1)

**Recommended Preparation:**
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**
Description: An essential class for anyone owning or using a Macintosh. This class covers the day-to-day tasks of managing the Macintosh, including organizing folders, hard disk backup, installing fonts & virus protection. Also covered are system upgrades, adding memory & new equipment, dealing with crashes & problems, and utility software.   (Grade or P/NP)
Prerequisites/Corequisites: Completion of CS 105A or higher (CIS1)

Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

# ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

**AS Degree:** **Area** Effective: Inactive:
**CSU GE:** **Transfer Area** Effective: Inactive:

**IGETC:** **Transfer Area** Effective: Inactive:

**CSU Transfer:** Effective: Inactive:

**UC Transfer:** Effective: Inactive:

**CID:**

**Certificate/Major Applicable:**
Certificate Applicable Course

# COURSE CONTENT

**Outcomes and Objectives:**
Students will:
1. Manipulate icons on the Macintosh desktop, including renaming, making an alias, and duplicating
2. Organize documents into folders for easy retrieval
3. Describe the difference between bitmapped, PostScript and True Type fonts and install one of each type.
4. Customize System Extensions and Control Panels
5. Describe the complete operation of the System Folder
6. Install and use screen saver and virus prevention programs
7. List steps to maintain hard disks for the maximum efficiency, backup and repair
8. Observe and then describe the installation process of applications software
9. Evaluate and add new peripherals
10. Apply preventative maintenance
11. Solve simple system problems
12. Use the Internet as a resource tool
13. List steps for installing RAM

**Topics and Scope:**

1. Desktop skills
   a. Renaming, duplicating, moving, customizing and copying icons
   b. Creating an alias and customizing the apple menu
   c. Getting disk and memory information
   d. Using Find File
   e. Viewing windows in different styles

2. Organization skills
   a. Folders inside of folders: understanding the hierarchical file
      system
   b. Saving to folders in an application and at the desktop
   c. Creating an organization system of folders
3. System Folder
   a. The purpose of folders in the System Folder
   b. Understanding and installing Extensions and Control Panels
   c. Fonts management: bitmapped, PostScript, and TrueType
4. Memory
   a. Making efficient use of RAM with virtual memory
   b. Other memory enhancement techniques
5. Storage
   a. The purpose of floppy, hard disk, CD-ROM and new
      storage devices
   b. Making a backup of hard disk
   c. Hard disk maintenance and repair
   d. Copying a floppy disk
6. Installing applications software
7. Utility software and extensions
   a. Norton Utilities
   b. Screen savers
   c. Virus software
8. Preventive maintenance and system problems
   a. Rebuilding the desktop
   b. Zapping PRAM
   c. Running Disk First Aid
   d. Printing problems
   e. Minor maintenance on hardware
   f. Recovering from system freezes and crashes
9. Enhancing the Macintosh system
   a. Creating a simple AppleTalk network
   b. Hooking up to the Internet with a modem
   c. Installing RAM
   d. Adding on new peripherals
   e. Upgrading and accelerating the Macintosh
10. System features
   a. Publish and Subscribe
   b. Converting PC documents to Macintosh
   c. Evaluating new System features
   d. Advanced printing techniques
11. Macintosh resources
   a. Using the Internet as a resource tool
   b. Freeware and shareware
   c. Getting product information

**Assignment:**

Students will complete hands-on activities to demonstrate their under-
standing of the concepts taught in the class. Sample activities include:
1. Optimizing a system by rebuilding the desktop and using Norton Utli-
   ities

2. Install fonts
3. Organize a disk into folders
4. Download shareware and information from the World Wide Web

In addition, the student will create a research paper on upgrading a Macintosh computer. Sample topics include:
1. Upgrading the CPU
2. Adding RAM
3. Adding a printer, hard disk, or scanner

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

| | |
|---|---|
| None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course. | Writing<br>0 - 0% |

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

| | |
|---|---|
| Lab reports, Quizzes, Exams | Problem solving<br>20 - 50% |

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

| | |
|---|---|
| Class performances | Skill Demonstrations<br>5 - 10% |

**Exams:** All forms of formal testing, other than skill performance exams.

| | |
|---|---|
| Multiple choice, True/false, Matching items | Exams<br>40 - 70% |

**Other:** Includes any assessment tools that do not logically fit into the above categories.

| | |
|---|---|
| None | Other Category<br>0 - 0% |

## Representative Textbooks and Materials:
"Beyond the Little Mac Book", by Robin Williams - Peachpit Press 1997