

**CS 105B Course Outline as of Fall 2016****CATALOG INFORMATION**

Dept and Nbr: CS 105B            Title: MORE INTRO TO MAC  
 Full Title: More Introduction to Macintosh  
 Last Reviewed: 2/1/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0.50	4	Lab Scheduled	8.75
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 87.50

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 105B

**Catalog Description:**

Further exploration of the Macintosh for beginners. The student will continue exploration of application software, including document formatting, using indents and tabs, mail merge, rudimentary desktop publishing, spreadsheet charts, database management, presentations, and integration between applications. Additional desktop skills include working with multiple applications.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in CS 105A ( or CIS 105A or CIS 81.5A or BDP 81.5A)

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Further exploration of the Macintosh for beginners. The student will continue exploration of application software, including document formatting, using indents and tabs, mail merge, rudimentary desktop publishing, spreadsheet charts, database management, presentations,

and integration between applications. Additional desktop skills include working with multiple applications. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 105A ( or CIS 105A or CIS 81.5A or BDP 81.5A)

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Demonstrate the ability to use keyboard shortcuts.
2. Demonstrate ability to size and arrange multiple windows.
3. Identify the components of the open file and save file dialog boxes and their use.
4. Indicate the size of files and how the file size affects storage availability.
5. Backup files.
6. Save and retrieve documents using folders and different file names.
7. Preview and print properly formatted documents.
8. Use word processing to format, edit, enhance, and proof documents.
9. Use graphics software to design, modify, and enhance images.
10. Use spreadsheet software to develop worksheets and charts.
11. Use database software to define fields and create a simple database.
12. Create mail labels.
13. Develop, edit, format and run a slide show with presentation software.
14. Integrate the information from a database into a spreadsheet and a word processing document.
15. Merge database information into a word processor.

**Topics and Scope:**

1. Using application software to refine essential desktop skills
  - a. Opening, saving and closing existing documents
  - b. Creating and saving new documents

- c. Using and modifying software templates
  - d. Monitoring memory usage
  - e. Understanding "save" versus "save as"
2. Applications (general)
    - a. Using templates, shortcuts and assistants to design and create new documents
    - b. How to spell check a document and use the thesaurus to replace information
    - c. How to edit and update existing documents
    - d. Moving data between documents created by different applications
  3. Applications (specific)
    - a. Word processing
      - 1) Learning and using advanced document formatting features and techniques
      - 2) Creating and using mail merge templates
      - 3) Creating and using letter-head templates
      - 4) Using paragraph indents, tabs, alignment and spacing to enhance document appearance
      - 5) Incorporating graphics and data from other applications into word processed documents
    - b. Graphics in word processing
      - 1) Basic style considerations for desktop publishing
      - 2) Using linked text frames in graphic documents
      - 3) Designing and modifying original graphics
      - 4) Using graphics to enhance non-graphic documents
      - 5) Incorporating scanned and downloaded graphics into documents
    - c. Spreadsheets
      - 1) Designing simple spreadsheets
      - 2) Using work-saving shortcuts and features
      - 3) Developing charts and graphs from spreadsheet data
      - 4) Incorporating spreadsheet data/charts into non-spreadsheet documents
      - 5) Using spreadsheets to create simple forms and tables
    - d. Database
      - 1) Understanding essential database management terminology and concepts
      - 2) Creating simple databases from scratch
      - 3) Using filters to locate and display data
      - 4) Creating and printing mailing labels
      - 5) Merging database data into other types of documents
  4. Presentations
    - a. Creating presentations
    - b. Editing presentations
    - c. Formatting text
    - d. Printing presentations and handouts
    - e. Working with proofing tools
    - f. Running a slide show
  5. Integration and multi-tasking
    - a. Working with multiple documents open
    - b. Moving data between documents
    - c. Combining word processing, graphics, spreadsheet and database documents into an integrated project

**Assignment:**

1. Application performance assignments in class
2. Homework assignments including demonstration of topics
3. Reading assignments: 30-40 pages weekly
4. 3 to 5 tests and quizzes

## 5. Final exam or project

### 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  
0 - 0%

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

Homework problems

Problem solving  
20 - 60%

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

Performance activities or project

Skill Demonstrations  
10 - 20%

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

Multiple choice, true/false, matching items, completion and final exam

Exams  
30 - 60%

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

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

Mac OS x 10.5 Leopard: Peachpit Learning Series by Robin Williams, Peachpit Press, 2007.

Microsoft Office 2008 for Macintosh: Visual QuickStart Guide, Adobe Reader by Steve Schwartz, Peachpit Press, 2008.