CIS 105A Course Outline as of Fall 1998

CATALOG INFORMATION

Dept and Nbr: CIS 105A Title: INTRO TO MACINTOSH
Full Title: Introduction to Macintosh
Last Reviewed: 11/25/2013

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	2.00	3	Lab Scheduled	16.00
		Contact DHR	1.50		Contact DHR	12.00
		Contact Total	5.50		Contact Total	44.00
		Non-contact DHR	5.50		Non-contact DHR	44.00

Total Out of Class Hours: 32.00 Total Student Learning Hours: 120.00

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 81.5A

Catalog Description:
Designed as a first course for students with little or no computer experience. Students will explore computer basics in a hands-on environment, using Mac-OS systems. Topics include: the components of a computer system; basic terminology; use of the mouse and keyboard; Desktop features; disk and file handling; use of word processing, graphics and spreadsheet software to create and print simple documents; accessing the World Wide Web.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed as a first course for students with little or no computer experience. Students will explore computer basics in a hands-on environment, using Mac-OS systems. Topics include: the components of a computer system; basic terminology; use of the mouse and keyboard; Desktop features; disk and file handling; use of word processing, graphics and

spreadsheet software to create and print simple documents; accessing the World Wide Web. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
General Concepts
The student will:
1. draw and label the five components of the conceptual computer, describe the function of each and give an example of hardware that serve that function
2. define a personal computer
3. briefly discuss the capabilities and limitations of the computer
4. define byte/kilobyte/megabyte/gigabyte as a measure of memory and storage capacity
5. distinguish between software and hardware
6. distinguish between application and system software
7. discuss software versions as this applies to both system and application software
8. identify three sources of information or assistance available to new computer users
9. discuss the importance of visual clues and cues in a Graphical User Interface

Mouse (input device)
10. describe and demonstrate five mouse actions
    a)point
    b)click
    c)press
    d)drag
    e)double-click

11. describe the mouse pointer
12. describe how the mouse pointer changes according to current operation or activity

Keyboard (input device)

13. locate, identify and describe the use of modified keys
    a) Command
    b) Option
    c) Shift
14. locate, identify and describe the use of the toggle keys
    a) Caps Lock
    b) Num Lock
15. compare and contrast delete left and delete right
16. locate, identify and demonstrate the use of the alphanumeric keys, special characters, space bar, function and escape keys and cursor control keys

Windows (user interface)

17. demonstrate use of zoom, size and close boxes
18. demonstrate use of scroll bars, boxes and arrows to view window icons and documents
19. demonstrate ability to move windows
20. open document and folder icons
21. start (launch) an application from a program icon and an alias icon
22. locate and choose appropriate commands from menu bars and pop-up menus
23. identify and describe four menu conventions
    a) grayed out commands
    b) ellipses (...)
    c) check mark
    d) pop-out menu indicator
24. respond to simple dialog box options including text entry boxes, OK and Cancel
25. identify active window and window title

Disk preparation and handling: (Storage)

26. given a floppy diskette and a computer with a disk drive, be able to:
    a) affix an adhesive label to the diskette
    b) insert the disk into the disk drive
    c) discuss the concept of disk initialization
    d) initialize and name a diskette
    e) discuss the importance of data backup
    f) make a backup of a data diskette
    g) discuss how to copy files between hard drives and floppy diskettes
    h) copy files from a hard drive onto a floppy diskette
    i) demonstrate how to lock and unlock a floppy diskette
    j) delete documents from a diskette by dragging their icon to the trash
    k) demonstrate how to empty the trash to remove discarded documents
    l) demonstrate how to eject a floppy diskette by dragging its icon to the trash
27. discuss the importance of disk care

Productivity Software

28. save a document onto and retrieve a document from a student floppy disk

29. distinguish between Save and Save As...
30. preview and print documents
31. exit the currently active program

Use word processing software to:

32. insert text into a document
33. describe and use the I-beam and insertion point
34. delete text from a document
35. recognize, define and use word wrap
36. select text letters, words, sentences and paragraphs
37. format text by selecting fonts, font styles and font sizes
38. format text by using alignment and line spacing
39. format a document by changing margins
40. indent text using default tabs
41. display and recognize the non-printing characters: tab, space and carriage-return
42. check and correct document spelling

Use graphics software to:

43. identify, describe and use each tool on the tool palette
44. select single and multiple graphic objects
45. size, move and modify graphic objects
46. insert clip art into a document
47. incorporate text into graphic documents; describe the text I-beam and the insertion point
48. combine graphic objects, text and clip art into one document
49. delete graphic objects from a document

Use spreadsheet software to:

50. identify and label the essential components of a spreadsheet
51. distinguish between text, values and labels as these apply to spreadsheets
52. use formulas and functions to perform calculations
53. identify techniques to navigate from cell to cell within a spreadsheet
54. select cell data
55. select blocks of cells
56. delete cell data
57. modify the width of columns and height of rows
58. experiment with cell formatting

Internet/World Wide Web

59. list examples of types of information available on the Internet/world wide web
60. define the terms:
    a) Internet
    b) World Wide Web
    c) home page
    d) search engine
    e) on-line service
    f) Internet Service Provider (ISP)
61. explain the elements of an Internet or World Wide Web address (URL)
62. describe and use standard Web Browser interface conventions
    a) kable, colored text
    b) clickable, colored text
    c) menu buttons
63. use a search engine to locate at least two items of interest.

64. receive information about how to establish a campus e-mail account.

Topics and Scope:

INTRO TO COMPUTERS
How does the computer work?
1. The five components of a computer:input/output/processing/memory/ disk storage

Computer "buzzwords" and terminology
2. 1K vs 1MB
3. RAM vs hard disk/floppy disk storage
4. Hardware/software
5. System Folder/application/desktop
6. Document
7. Network

Beginning Desktop Skills
8. Using the mouse and menus
   a. Click/double click/drag/press
   b. Pulling down menus VS. keyboard shortcuts
   c. Using balloon help
   d. Starting/quitting the Macintosh
   e. Initializing a floppy disk
   f. Manipulating windows
      1) Resize/Move/Zoom/Scroll/Close
      2) Using MultiProcessing to go from desktop to different applications

Applications
9. File menu
   a. Open/Save/Save As/Print/Page Setup/New/Quit
   b. Choosing a printer with Chooser
10. Clipboard operations
   a. Edit Cut/Copy/Paste within a single document
11. Word processing
   a. Create a simple document
   b. Simple edits; add, delete, replace characters
   c. Using the dictionary
   d. Simple formatting:character and paragraph enhancements
12. Spreadsheet
   a. Identifying parts of a spreadsheet
   b. Typing/editing cells
   c. Creating simple formulas:user-defined and built-in functions
   d. Copying cells
   e. Intro to formatting cells
13. Graphics
   a. Creating simple objects (circle/square/lines)
   b. Using line thickness and shading options
   c. Erasing and moving objects

More Desktop Skills
14. Folders and the HFS
   a. Creating folders
   b. Saving documents to folders
15. Using popular desk accessories

a. Calculator
b. Key Caps
c. Scrapbook

16. MultiFinder
a. Using multiple applications

17. Software Browers and the World Wide Web
a. Identify URL, hypertext, clickable links
b. Using search engines effectively
c. Browsing for enjoyment

Assignment:

The student will complete hands-on assignments, including demonstration of the topics above.

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, Lab reports	Problem solving 20 - 60%

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

Performance exams	Skill Demonstrations 5 - 20%

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

OBJECTIVE EXAMINATIONS	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:
The Little Mac Book, Robin Williams - Peachpit Press, 1995