

Glendale College
Course Outline of Record Report
01/31/2025

CABOT206 : Macintosh Basics

General Information

Author:	<ul style="list-style-type: none">Sophia Possidon
Course Code (CB01) :	CABOT206
Course Title (CB02) :	Macintosh Basics
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0701.00) Information Technology, General
CIP Code:	(11.0101) Computer and Information Sciences, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000164437
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	10/01/2020
Course Description and Course Note:	CABOT 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, and other standard operations used in every Macintosh application. The course includes an introduction to word processing, Internet applications and multimedia integration using Apple Creativity Apps. Note: This course is Pass/No Pass only.
Justification:	New Course FR
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	18
Total Course Out-of-Class Hours	36
Total Student Learning Hours	54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1	2
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	18

Laboratory	0
Studio	0
Total	18

Course Out-of-Class Hours

Lecture	36
Laboratory	0
Studio	0
Total	36

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards	Description
Read and understand textbook information and instructions;	No Value
Comprehend information and instructions presented in class lectures and demonstrations.	No Value

Course Limitations

Cross Listed or Equivalent Course	Description
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No value

No value

Specifications

Methods of Instruction

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Methods of Instruction Discussion

Methods of Instruction Lecture

Out of Class Assignments

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).

Methods of Evaluation

Rationale

Exam/Quiz/Test quizzes;
Exam/Quiz/Test midterm examinations;
Exam/Quiz/Test final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Pogue, David	OS X Yosemite: the Missing Manual	Cambridge: O'Reilly Media, 2015. Print.	2015	9781491947166

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

use the Macintosh operating system;

manage files, folders, disk storage systems; also include cloud storage systems, e.g., Apple iCloud

launch application programs;

demonstrate basic computer terminology for the Macintosh operating system.

SLOs

Demonstrate ability various Web browsers to access the Internet

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

CABOT
General Office -
A.S. Degree Major Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.

CABOT
General Office -
Certificate Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.

Demonstrate basic mouse operations: point, click, double-click, and drag

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

CABOT
General Office -
Certificate Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

CABOT
General Office - A.S.
Degree Major Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

Demonstrate ability to customize the MAC system for use in different software applications

Expected Outcome Performance: 70.0

ILOs
Core
ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Course Content

Lecture Content

Macintosh OS Desktop **8 HOURS**

- Folders & windows (view, preview pane, logging out and shutting down)
- Organizing your things (folder structure, icon, selecting, moving and copying icons, alias, finder tags, trash, shortcut menus and action menus)
- Spotlight menu, searching window and smart folders.
- Adding and removing software and hardware

Programs in Macintosh OS X **4 HOURS**

- Launchpad
- Typing, dictating, sharing and backup
- Apple Creativity Apps

Components **6 HOURS**

- System preferences (desktop, screensaver, display, keyboard, language and region, mouse, printers and scanners)
- Notifications
- Disk Drives, iTunes (disk in and out, burning CD's and DVD's and copying files and folders to flash drive)
- Cloud computing for storage, e.g., to store data, photos, music, for access anytime via an Internet connection

Total Hours - 18