

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised: March, 2011

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DIVISION/AREA: Business and Technology

DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR: Andy Johnson

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DEAN OF INSTRUCTION: Christine Hammond, Ph.D.

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TOTAL HOURS OF INSTRUCTION:

LECTURE: 1

LAB: 0

TOTAL CONTACT HOURS: 17.6

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COURSE NUMBER: CAP 103

CREDIT HOURS: 1

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COURSE TITLE: Macintosh Computers for the Beginner

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TRANSFERABLE

YES:

NO: X

TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

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## CATALOG DESCRIPTION:

Computers can be intimidating for those new to their use. This course is a very basic introduction to Macintosh hardware and software. Students will become comfortable with the Mac, begin to appreciate its capacity to make some tasks much easier and realize that computing can even be fun. No prerequisite.

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## GENERAL EDUCATION OUTCOMES:

- Independently acquire knowledge
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## COURSE OBJECTIVES &amp; OUTCOMES:

At the successful completion of this course, the student will:

- Gain a working, basic knowledge of the Macintosh computer and its uses
  - Gain a working knowledge of the Internet and email capability
  - Gain a basic knowledge of the Macintosh operating system
  - Gain a basic knowledge of word processing on the computer
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METHODS OF INSTRUCTION: Lecture, in class lab exercises

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METHODS OF EVALUATION: Exams, homework and laboratory exercises.

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## REQUIRED TEXTS:

*Macs All-in-one for Dummies, by Joe Hutsko (ISBN: 978-0470537985)*

OPTIONAL SUPPLEMENTARY MATERIALS:

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Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services to arrange these: SCRC 533, 348-6817 or 231-348-6687, or [kflewelling@ncmich.edu](mailto:kflewelling@ncmich.edu)

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

<u>Week</u>	<u>Material to Cover</u>
1	Introduction to Class
2	Computer Overview – Operation Basics (Including Actual Operation)
3	Computer Overview – Hardware (Including Actual Operation)
4	Computer Overview – Software (Including Actual Operation)
5	Computer Usage – Operating System
6	Computer Usage – Operating System
7	Computer Usage – Operating System
8	Computer Usage – Operating System
9	Computer Usage – Word Processing with Text Edit
10	Computer Usage – Word Processing with Text Edit
11	Computer Usage – Introduction to the Internet
12	Computer Usage – Introduction to the Internet
13	Computer Usage—Introduction to Email
14	Special Topics – Additional Uses for Computer
15	Review for Examination
16	Final Examination