MINNESOTA SCHOOL OF BUSINESS
GLOBE COLLEGE
TECHNICAL COURSE SYLLABUS

COURSE NUMBER: **MM100**   COURSE TITLE: INTRODUCTION TO
                                                      MACINTOSH COMPUTERS

COURSE LENGTH: 12 WEEKS   CREDIT HOURS: 2
PREREQUISITES: NONE   CONTACT HOURS: 30 (LECTURE 10/ LAB 20)

TEXT: <u>TE ROBIN WILLIAMS MAC OS X BOOK</u>   by: Robin Willimas, Peachpit Press
      ISBN: **0321232968**

COURSE DESCRIPTION: This course covers basic computer operation in general, and Macintosh computer operation specifically. Students will learn computer terminology, file management, computer operation, operating system, software installation, software utilities, computer troubleshooting and basic software and hardware maintenance.

OBJECTIVES: Upon completion of this course the student will be able to:

1. Identify the basic hardware elements of a Macintosh computer setup
2. Execute basic menu actions, key commands and contextual menus
3. Understand the concepts behind installing software including system software
4. Utilize and understand different storage media and the basics of saving files
5. Identify what memory is, how it is used and allocated to applications
6. Identify key graphic elements of the hardware and software
7. Understand basic font technology
8. Utilize elements of networking and file sharing
9. Understand the classic environment and its purpose
10. Utilize different system preferences
11. Work with the Finder and other windows
12. Manage multiple user accounts and keychain access
13. Understand the basic concepts of the Macintosh operating system architecture

COURSE OUTLINE:

	Topic/s & Class Activities	**Required Reading**
Unit #1 **Week I**	Getting started Menus and dialog boxes The finder and other windows	Pages 1-40
Unit #2 **Week 2**	Folders and files Getting help	Pages 41-78
Unit #3 **Week 3**	Using the dock and applications	Pages 79-94

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	Topic/s & Class Activities	Required Reading
Unit #4 Week 4	Finding and preserving files Working in the classic environment	Pages 95-120
Unit #5 **Week 5**	Setting up the desktop	Pages 121-146
Unit #6 **Week 6**	Changing essential system preferences	Pages 147-170
Unit #7 **Week 7**	Working with printers Getting networked	Pages 171-210
Unit #8 **Week 8**	Corresponding with mail Traveling the web Searching for content with Sherlock	Pages 227-252 271-288 289-298
Unit #9 **Week 9**	Downloading and installing software Working with other features	Pages 299-312 359-394
Unit #10 **Week 10**	Emergency startup measures Tackling disk issues	Pages 395-416
Unit #11 **Week 11**	Managing users	Pages 417-434
Unit #12 **Week 12**	Finals Week	

INSTRUCTIONAL METHODS: Class sessions will consist of instructor lectures, demonstrations, hands-on computer exercises, and assignments. Students will be assigned reading from required texts and instructor provided handouts. Students should expect extensive homework assignments.

EVALUATION METHODS:

2 tests	(150 points each)	300 points
Final Test		400 points
Lab Exercises and Tutorials		200 points
Attendance and Participation		100 points
TOTAL		**1000 points**

SUPPLIES REQUIRED:
One removable storage device
Notebook
Pens or pencils