

BASIC MAC SOFTWARE SKILLS, CERTIFICATE OF COMPLETION

Requirements

The Basic MAC Software Skills Certificate of Completion prepares students for entry-level office clerk jobs, and provides a basis for more advanced college and career laddering, notable with the advertising industry. The program consists of three required courses: Exploring Microsoft Office for the MAC, Living the iLife which focuses on dealing with photos on the MAC as well as iTunes, iPod and iPads which introductions to Apple tablets and digital ancillaries. Post-program participants will be able to navigate the MAC environment, format text, create simple presentations, advertisements and spreadsheets, and organize a variety of work tasks.

Code	Title	Units
CMPW NC035	Exploring Microsoft Office for the MAC	0
CMPW NC036	Intro to iTunes, iPods, and iPads	0
CMPW NC037	Living the iLife	0

Learning Outcomes

1. Demonstrate the ability to import and retouch photos into iPhoto.
2. Demonstrate the ability to create a slide show.
3. Demonstrate the ability to import music into and export music out of iTunes.
4. Demonstrate the ability to create playlists.
5. Demonstrate ability to use Word and edit documents
6. Construct Excel spreadsheet that contain formulas and functions.
7. Demonstrate ability to create a presentation using PowerPoint
8. Demonstrate ability to use email, contacts, and calendar inside Outlook