

BEGINNING MAC SKILLS, CERTIFICATE OF COMPLETION

Requirements

This certificate for MAC beginners prepares students for entry-level jobs, such as counter clerks or receptionists, which have a high employment potential in Santa Barbara County. A basic knowledge of computer functions and the MAC environment will also help students in their professional advancement, notably in the advertising industry. The program consists of three required courses: Introduction to the Macintosh, Introduction to Mac OS X Level 1 and Introduction to Mac OS X Level 2.

Code	Title	Units
CMPW NC030	Introduction to the Macintosh	0
CMPW NC031	Introduction to Mac OS X Level 1	0
CMPW NC032	Introduction to Mac OS X Level 2	0

Learning Outcomes

1. Demonstrate the ability to properly power cycle a Mac computer.
2. Demonstrate the ability to navigate various software.
3. Demonstrate ability to manage files using the finder.
4. Demonstrate the ability to add to and remove items from the Dock.
5. Demonstrate the ability to set various system preferences.
6. Create an action plan for problem solving or seeking help when problems arise.