

NIC Graphic Design
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Competencies Intro to Apple Operating Sys (MAC OS)

- Become acquainted with Apple's operating system and hardware
- Organize files and folders
- Launch applications
- Change system settings
- Customize workflows sort of vague, redundant to 3 down also.
- Use OS X proprietary applications for email, web surfing, word processing, communication, storing contacts, process automation, managing fonts, organizing daily events, monitoring system resources, previewing documents, and creating/viewing media
- Use shortcut keys to improve workflow
- Demonstrate and apply basic troubleshooting procedures for software applications and hardware issues
- Identify devices such as scanner, it's software, and the files a scanner will import
- Demonstrate ability to scan media & explain basic scanning options
- Define removable storage media and list advantages and disadvantages of each media type (CD-R, DVD-R, Flash, etc.)
- Connect to local server & Define FTP (File Transfer Protocol) for connecting to remote server to use as a tool into classroom collaboration