continuingstudies
The University of the Arts

PROFESSIONAL INSTITUTE FOR EDUCATORS

ED7038 Macintosh Basics for Novice Users

July 29, 30, 31 & August 5, 6, 7 (Summer 2011)

INSTRUCTOR:	Sandra L. McClurken
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HOURS:	Fridays 5:00 - 9:30 PM
	Saturdays 9:00 AM - 6:00 PM
	Sundays 9:00 AM - 6:00 PM
SUGGESTED TEXTS:	Pogue, David. Mac OS X Snow Leopard: The Missing Manual. O'Reilly Media, Inc. Sebastopol, CA. October, 2009 First Edition. ISBN: 978-0-596-15328-1.
	Williams, Robin. The Little Mac Book, Snow Leopard Edition. (Paperback). PeachPit Press. Berkely, California. 2009. ISBN-13: 978-0-321-64691-0.

COURSE DESCRIPTION

Explore the basic tools of the Macintosh operating system to best integrate these tools into a range of classroom settings. Learn how to manage the Dock, use the Finder, windows, and explore menus and shortcuts. Learn basic desktop management including how to save and find your files. Discover how to personalize your system to maximize use. Participants learn Apple's email program (Mail), set up the Address Book, and use Safari and other browsers to browse the Internet, write and save documents and other basic skills. Get an overview of the general capabilities of iLife software (iPhoto, iMovie, Garage Band and iWeb). Designed for the Macintosh novice, this course serves as an orientation to best prepare teachers who may be new to Apple Macintosh technology. Students may bring their own laptops to use if they are running at least Mac OS X.v. 6 (Snow Leopard) and iLife 11.

OBJECTIVES

At the conclusion of this course, participants will be able to:

1. Turn on a Macintosh system and log in.
2. Navigate and manage the Macintosh Desktop.
3. Navigate and manage personal files.
4. Create and personalize user accounts.
5. Understand and use the free applications that come with the Macintosh OS.
6. Set up and use Apple Mail and the Address Book.
7. Use your Macintosh online with a browser and iChat.
8. Define iLife software and create basic iLife files.

EVALUATION

Attendance at all scheduled sessions is required. Participants in this course will additionally be evaluated in the progress toward the course objectives through classroom work, assignments, presentations and a final project.

COURSE REQUIREMENTS

1. Class attendance (10%)
2. Production of assignments and presentations (40%)
3. Final Project (50%)

COURSE SCHEDULE

Date	Topic	Activities/Assignments
Friday, July 29	**Course Overview** **Introduction to Course Resources** **Part I: Logging in and the Macintosh Desktop**	*Provide instructor with online email account address. *Sign-up for blog and provide the URL to instructor. *Create a blog entry after each class (for a total of 6 at the end of the course) that reflects on the day's learning. Use the "guiding questions" to help you think through your posting.
Saturday, July 30	**Part II: The Components of Mac OSX** • System Preferences • Built-in Applications	*Create a list of Mac OSX resources online for yourself and others - at least 10. Include vocabulary, keyboard shortcuts, tutorials, etc., using either Delicious or Diigo. List your Diigo/Delicious account on the Student Work page. *Create a Jing demonstrating how to set up one of the System Preferences to personalize your Mac or explain another aspect of the Macintosh Desktop that we have learned about (i.e. the Dock, user Home Directories, etc.).
Sunday, July 31	**Part III: Mac OSX Online** • Internet Setup • Mail • Address Book • Safari Web browser/RSS Reader • iChat for instant messaging/audio/video chats	*Create a Jing about an online social bookmarking site, an Internet browser, Apple's Mail, or iChat applications. *Participate in one evening iChat during the week.
Friday, August 5	**Part IV: Mac OSX iLife** • iTunes/iTunes U • iPhoto	*View at least 3 podcasts or video podcasts at iTunes. Use your blog to post a critique for 3 of them (one post per critique). Provide the title, author, date and time at the beginning of each blog posting. *Create an iPhoto slide show.
Saturday, August 6	**Part IV (continued): Mac OSX iLife** • GarageBand • iMovie	*Create an original audio file. *Create a short movie.
Sunday, August 7	**Part IV (continued): Mac OSX iLife** • iWeb • iDVD	*Final Project: Design a lesson for your subject/grade incorporating the applications built into the Mac OSX and the iLife suite.

COURSE RESOURCES:
Go here for the printed syllabus, the interactive online syllabus with online handouts, tutorials and additional online resources: http://www.msmaconline.com/ed7038.html.

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University of the Arts Statement

All students are expected to attend classes regularly and promptly, and for the duration of the scheduled instructional time. Individual instructors will decide the optimum time for taking attendance and may penalize for habitual lateness or absence. Repeated absences may result in a grade of "F" for the course.

Students who withdraw from a course must do so in writing. Non-attendance does not constitute an official withdrawal.

Educators taking courses for credit are required to complete assignments for evaluation outside of direct contact hours. These assignments may include lesson plans, readings, papers, projects, presentations or other work relating the course content to classroom application. Most final course projects will be due two weeks after the final class meeting. An official grade report will be provided automatically 10 to 15 business days after projects are submitted.

Courses for credit qualify for PA ACT 48 standards; non-credit course work does not qualify. A three credit class will be posted as ACT 48 90-hour equivalency. Students must supply their unique PA ACT 48 Professional Personal ID number and complete the request form distributed in class to have their credit course posted. ACT 48 posting to the PA Department of Education occurs at the end of each month, after final grading for course work is complete.

The University of the Arts reserves the right to cancel classes due to low enrollment, reschedule any course or to change the instructor. If a cancellation should occur, students will be notified prior to the start of classes and will have the option of taking another course or receiving a full refund. The University is not responsible for supplies that may be purchased in advance.