

2 Credit Individualized Graduate Continuing Education for Professional Educators Syllabus

**School of Education
University of St. Thomas
Minneapolis, Minnesota**

Mission Statement School of Education

Inspired by Catholic intellectual tradition, the mission of the School of Education is to educate practitioners to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

Course Title: Macintosh Tiger OSX, A Video Course

CTED613

Instructor

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What you will need:

A personal computer with the Tiger loaded.
Tiger install disks

What is provided in the course kit:

Registration and Evaluation materials.
Article reprints
Macintosh Users: Training CDs for Tiger

What needs to be returned: (Return to: Jim Ruid, 5737 Post Rd, Anoka, MN 55303)

Registration from each person in your group.
The training CDs
Article reprints
Completed Activities

Return to St. Thomas

Evaluation materials follow direction on form.

Course Description

Macintosh Tiger is the latest OSX operating system for a Macintosh computer. This course provides the skills needed to install, troubleshoot and use Tiger. As you work through the course, you will discover the tricks to help you use your Macintosh more efficiently, configure your machine to your personality and learn the ins and outs of Tiger.

Goals and Objectives

Upon completion of the course participants will be able to:

- Learn how to install Tiger.
- Discover navigation tools.
- Personalize your desktop.
- Configure hardware and software applications.
- Organize files and folders.
- Share files.
- Setup firewalls, FTP's, remote access.
- Filter junk mail.
- Create address books.

Texts/Readings

The required reading/viewing is found in a set of 5 cd-roms (each video is approximately 2.5 hours in length) and a series of article reprints (enclosed with syllabus):

Crookston, C Mac OS X Tiger. CD-ROM. Holly Hill, FL: Studio eWorks, Inc. (2005)

Participants will complete the readings and independent activities described below to achieve the course objectives.

Schedule of Readings, Topics, and Assignments

Reading Material	Packet 1 Topics & Assignments
Read the enclosed articles	<p>Topics: Technology challenges, paradigms, strategies and uses.</p> <p>Assignment 1: Read the seven articles then discuss the opinions as it relates to your current school. Research an additional five sources and cite. In your discussion include:</p> <ul style="list-style-type: none"> • The current state of technology; what is working and what is not. • Future plans for technology • How technology impacts student learning. • Is technology worth the cost? <p>Outline your paper and label outline Label the paper Technology. Paper is eight pages in length, double spaced, size 12 font and Times New Roman. References are required.</p>

Reading Material	Packet 2 Topics & Assignments
<p>Watch Mac OSX Tiger video, volume 1</p> <p>Use the help menu, type in topic and read articles for each topic listed.</p> <p>Do not install OS X Tiger unless you are familiar. No support is provided for installs or for your machine.</p>	<p>Topics: Pre-Install Check List, Install Mac OSX Tiger, Mouse & Cursor, Menu Bar, Apple Menu, Main Menus, Contextual menus, Desktop & Finder, Volumes & Directories, Windows, Sidebar, The Dock.</p> <p>Assignments 2:</p> <ol style="list-style-type: none"> 1. Run Disk Utilities 2. Complete Appendix A (Return to instructor) 3. Print a copy of the Read Before You Install.PDF. Complete Appendix B (Return both to instructor) 4. Write a two page paper which reflects what you learned, or already knew about the topics covered in chapters 3 through 12.

Reading Material	Packet 3 Topics & Assignments
<p>Watch Mac OS X Tiger video, volume 2</p> <p>Use the help menu, type in topic and read articles for each topic listed.</p> <p>Do not install OS X Tiger unless you are familiar. No support is provided for installs or for your machine.</p>	<p>Topics: Directory Structure, Go Menu, Views and Modes, Finder, Exposé, Dashboard, Spotlight, Personal Preferences, Hardware Preferences, Internet & Network Preferences, System Preferences.</p> <ul style="list-style-type: none"> • Assignment 3: <ul style="list-style-type: none"> • Print a screen shot of current window view, change view twice and print a screen shot of each change • Open finder preferences and print a screen shot • Write one two page paper on the topic of Expose, Dashboard and Spotlight. Explain how these utilities are useful to you and include at least four commands each on how each is used.

Reading Material	Packet 4 Topics & Assignments
<p>Watch Mac OS X Tiger video, volume 3</p> <p>Use the help menu, type in topic and read articles for each topic listed.</p> <p>Do not install OS X Tiger unless you are familiar. No support is provided for installs or for your machine.</p>	<p>Topics: Organizing Files, Customize Toolbar, Get Info, Smart & Burn Folders, Printer Setup, Faxing, Preview Application, Services Menu, User Configuration, Libraries, Installing Applications, Font & Resource Management.</p> <ul style="list-style-type: none"> • Assignment 4: <ul style="list-style-type: none"> • You just received a new classroom computer which you, other teachers, students and anybody who uses your room at night and weekends use. Explain how you would setup users and which rights each would have. • Create a step by step instruction sheet on how to burn a CD. • Create a step by step instruction sheet on how to setup a printer. • Write a one page paper about Libraries.

Reading Material	Packet 5 Topics & Assignments
<p>Watch Mac OS X Tiger video, volume 4</p> <p>Use the help menu, type in topic and read articles for each topic listed.</p> <p>Do not install OS X Tiger unless you are familiar. No support is provided for installs or for your machine.</p>	<p>Topics: Local File Sharing, Network File Access, personal File Sharing, PF & FTP File Sharing, Remote Access, Firewall, Internet Sharing, Keychains, Automator, Disk Utility, Disk Images, Managing Backups..</p> <ul style="list-style-type: none"> • Assignment 5: <ul style="list-style-type: none"> • Disk 4 covers many networking topics; let's assume that you have high speed Internet access and two Tiger machines in your home. Describe how you would setup Local File Sharing, Network File Access, Personal File Sharing, Firewall, and Internet Sharing.

Reading Material	Packet 6 Topics & Assignments
<p>Watch Mac OS X Tiger video, volume 5</p> <p>Use the help menu, type in topic and read articles for each topic listed.</p> <p>Do not install OS X Tiger unless you are familiar. No support is provided for installs or for your machine.</p>	<p>Topics: Safari Browsing, Downloading Files, Mail, Junk mail filtering, Address Book, Address Book Tips, View TextEdit Files, TextEdit Word Processing, Preview PDF Files, Preview Graphics, iCal, iChat AV.</p> <ul style="list-style-type: none"> • Assignment 6: <ul style="list-style-type: none"> • Pick any topic on volume 5 and create a lesson plan for your students or a training session for staff members. Figure about 15 to 30 minutes for presentation and three hands on activities for your audience.

Assignments and Projects

The following assignments are required for this course:

Percent of grade	Assignment	Title
10%	Assignment One:	Technology Paper*
18%	Assignment Two:	Volume 1
18%	Assignment Three:	Volume 2
18%	Assignment Four:	Volume 3
18%	Assignment Five:	Volume 4
18%	Assignment Six	Volume5

- * The Technology Paper is optional and required only if you are trying for an "A." If you do not complete the Technology Paper, the highest grade you can receive is a "B." Please clearly label the paper "A Technology Paper."

Evaluation and Grading

(Course specific assessment description)

All assignments, regardless of length, must be typed and incorporate APA style references when appropriate. Written assignments will be evaluated on accuracy of information, completeness of assignment, clarity of writing/presentation, organization of information and material, and accomplishment of the goals for each assignment.

A = 94-100 points

A- = 90-93 points

B+ = 87-89 points

B = 84-86 points

B- = 80-83 points

C = 75-79 points

F = less than 75 points

I = Incomplete Work

American Disabilities Act

Accommodations will be provided for individuals with documented disabilities or special learning needs. Please contact the instructor for accommodations prior to the beginning of the course.

Registration Requirement

Students must hold a baccalaureate degree and may not schedule more than nine (9) semester credits for fall, and spring semesters or more than twelve (12) semester credits for summer term.

Request for Transcript

Do not request an official transcript from the University of St. Thomas until you receive an official grade report for this course or all courses you are taking in a term. Download an Official Transcript Request Form at www.stthomas.edu/registrar/forms/transcript.htm.

Tax Receipt:

A receipt for tax purposes is not provided by the University of St. Thomas. If you wish to receive a receipt for tax purposes, please request this with your registration confirmation packet.

Standards of Effective Practice for Teachers (Minnesota Rule, CH.8710, Sec.2000) to be addressed in this course. Does not apply to courses offered in states other than Minnesota. (See <http://www.revisor.leg.state.mn.us/arule/8710/2000.html>). **Licensure Competencies:**

Key:

Knowledge and understanding of the standard = **K**

Practice in applying the standard = **P**

Assessment/demonstration of attainment of the standard = **A**

Standard 4, Instructional Strategies

A teacher must understand and use a variety of instructional strategies to encourage student development of critical thinking, problem solving, and performance skills. The teacher must:

- A. understand Minnesota's graduation standards and how to implement them; (K)
- B. understand the cognitive processes associated with various kinds of learning and how these processes can be stimulated; (K)
- C. understand principles and techniques, along with advantages and limitations, associated with various instructional strategies; (K)
- D. enhance learning through the use of a wide variety of materials and human and technological resources; (K, P)
- E. nurture the development of student critical thinking, independent problem solving, and performance capabilities; (K, P, A)
- F. demonstrate flexibility and reciprocity in the teaching process as necessary for adapting instruction to student responses, ideas, and needs; (K, P, A)
- G. design teaching strategies and materials to achieve different instructional purposes and to meet student needs including developmental stages, prior knowledge, learning styles, and interests; (K, P, A)
- H. use multiple teaching and learning strategies to engage students in active learning opportunities that promote the development of critical thinking, problem solving, and performance capabilities and that help students assume responsibility for identifying and using learning resources; (K, P, A)
- I. monitor and adjust strategies in response to learner feedback; (K, P, A)
- J. vary the instructional process to address the content and purposes of instruction and the needs of students; (K, P, A)
- K. develop a variety of clear, accurate presentations and representations of concepts, using alternative explanations to assist students' understanding and present varied perspectives to encourage critical thinking; and (K, P, A)
- L. use educational technology to broaden student knowledge about technology, to deliver instruction to students at different levels and paces, and to stimulate advanced levels of learning. (K, A)

Knowledge Base

The knowledge base for the course, in part, is affirmed in the writing and research of these references.

References

Bailey, J (2002) Leadership and No Child Left Behind. Technology and Learning. Volume 22, Number 11.

Beckett, C, Marques-Chisholm, I and Wetzel, K (2003) Preparing Technology Competent Teachers: A Strategy for Multicultural Schools. The Journal. Volume 30, Number 11

Cerini, K (2002) Jumpstarting the work force of tomorrow. (Not-for-Profits). Long Island Business News, Volume 49, Issue 11.

Dugger, W, Meade, S, Delany, L and Nichols, C (2003) Advancing Excellence in Technological Literacy. Phi Delta Kappan. Volume 85, Issue 4

Lewis, A (2004) Direct from Washington. Techdirections. Volume 62, Number 9

McCullen, C (2002) Preventing Digital Plagiarism. Technology and Learning. Volume 22, Number 9.

Tomlinson, H (2003) Educational PDA Games Engage Students, Teach Essential Language Skills. The Journal. Volume 31, Number 2.

Wong, W (2004) Applying Tech: Lights, Camera, Action. Edtech. Spring 2004

**Assignments and Materials are due by October 31
(This is not a flexible deadline!)**

Appendix A

Built-in Ethernet, DSL or cable modem setup information

What you need to know	What you are looking for	Note your information here
Type of TCP/IP configuration	Manual, DHCP with manual address, DHCP or BootP	
If manual configuration, the IP address for your computer	Number that looks like: 12.345.56.789	
If manual configuration, the subnet mask and router address	Number that looks like: 10.255.255.255 (Subnetmask) and 10.208.32.2 (router address)	
If DHCP configuration, the DHCP client ID (when required)	Information provided by your system administrator	
Domain Name System (DNS) servers (optional)	Number that looks like: 10.255.255.255 Name that looks like: ISPname.com	
Search domains (optional)	Name that looks like:ISPname.com	

AirPort or wireless connection setup information

What you need to know	What you are looking for	Note your information here
Network name	Name provided by your AirPort network administrator (may be visible in the AirPort status menu)	
Password (if required)	Password provided by your AirPort network administrator	

Telephone modem setup information

What you need to know	What you are looking for	Note your information here
Type of configuration	PPP, Manual, or AOL Dialup	
If manual configuration, the IP address for your computer	Number that looks like: 12.345.567.89	
Domain Name System (DNS) servers (optional)	Number that looks like: 10:255.255.255	
Search domains (optional)	Name that looks like ISPname.com	
If PPP, a phone number	Telephone number	
Your user account name and password	Account name and password provided by your ISP	

Email account setup information

What you need to know	What you are looking for	Note your information here
Your email address	Address that looks like this JGRuid@TIES2.NET	
Your user account ID	The first part of your email address: JGRuid	
Type of account	IMAP, POP, or specific ISP type	
Incoming mail server	Name that looks like: mail.ties2.net	
Outgoing mail server	Name that looks like: smtp.ties2.net	

Appendix B

System requirements	Your System
A PowerPC G3, G4, or G5 processor	
A DVD drive	
Built-in FireWire	
At least 256 MB of RAM	
A built-in display or display connected to an Apple-supplied video card supported by your computer	
At least 3 GB of disk space available, or 4 GB if you install the developer tools	
Did you need to update firmware?	