Mastering Your Mac Computer for Beginners

Instructor & Course Information

Credits   1
Pre-Requisites   None
Grading   S/U
Instructor   Jacey Erickson
Email   Jacey.s.erickson@und.edu
Phone   701.237.1800
Office Hours   *By appointment*

Please email or call with any questions or virtual appointments you wish to make while taking the course. You can expect a response back in 24 hours or less on weekdays.

About the Instructor

Jacey Erickson a former high school business teacher turned technology integrator for K-12 schools. She is the founder of integratED, where she is dedicated to supporting teachers as they integrate technology in the classroom and through distance learning. Jacey holds her Master's degree in Education and multiple certifications from educational companies. She thoroughly enjoys sharing free, user-friendly technology integrations with teachers in her local area and connecting with educators virtually around the world. She lives in Carrington, North Dakota with her husband and three young boys.

Course Description

In this course, you will receive step-by-step instruction on how to use your Mac. You will go from feeling like your Mac computer is a shiny foreign object to utilizing and navigating it with ease. You will learn how to set up your Mac so it is personalized to you, use the Mac keyboard shortcut cuts for efficiency, organize and manage files on your Mac, and learn about the tools and applications the Mac comes preloaded with.

Course Objectives

- Participants will be able to set up their Mac computer with personal settings.
- Participants will know how to organize and manage the files and applications on their Mac.
- Participants will be able to utilize their Mac with efficiency using keyboard commands and tools.

Textbook and Course Materials

An Apple Mac Computer

No additional resources or materials will need to be purchased for the course.

Technical Requirements

You will use a Mac computer to complete activities and assignments.

Course Overview and Organization

This course contains 4 modules designed to focus your study of learning how to use your Mac computer and to assist you in achieving the course learning objectives. You will work through a combination of readings, view captioned videos, and activities to get you more comfortable using your Mac computer.

Module Topics:

Module 1	Getting Started With Your Mac Computer
Module 2	Mac Settings & Shortcuts
Module 3	Managing & Organizing Your Mac
Module 4	Mac Tools & Applications

Each module contains the following structural elements:
- Module Learning Objectives and To-Do List
- Module Snapshot Video
- Lesson Videos
- Supporting Material
- Activity or Assessment

Assessment and Grading

After each module is taught, participants will be asked to submit an evidence of work document and complete a quiz. For the evidence of work, they will submit examples of their work through a picture, a video, or a document depending upon the requirements of each module's assignment. The module quizzes will be between 10-15 questions and will consist of multiple-choice, fill in the blank, or short essay answers.

After all four modules are complete, participants will take a 30 question test about the content from the course.

Point Breakdown

Quizzes:	35%
Evidence of Work:	35%
Final Exam:	30%

Grading Scale

Satisfactory	Above 60%
Unsatisfactory	Below 59%

Netiquette

Netiquette is a set of rules for behaving properly online. Here are a few basic points to remember when communicating in this course:
- **Be scholarly.** Use proper language, grammar, and spelling. Explain your thoughts, justify opinions, and credit the ideas of others by citing or linking to scholarly resources. Avoid misinforming others when you are unsure of the answer. When discussing something and supplying a guess, clearly state that.
- **Be respectful.** Respect the privacy of others. Do not share personal or professional information about others unless permission has been granted. Respect diversity and opinions that differ from their own. Be tactful when you communicate.
- **Be professional.** Everyone should strive to give their best impression online. Truthfulness, accuracy, and running a final spell check are appropriate expectations for university students. Writing in a legible font and limiting the use of emoticons is considered professional behavior. Profanity and participation in hostile interactions, known as flaming, is unprofessional as well as disruptive.

- **Be polite.** Students should be addressing professors and instructors by the appropriate title or requested name. Students should interact online politely, just as they would be expected to do in a physical environment. Sarcasm rudeness, and writing in all capital letters (shouting) should be avoided.

For more information, read the [Top 12 Be-Attitudes of Netiquette for Academicians](#).

About UND Professional Development for Educators Courses

You have up to four months to complete this course from the time of your enrollment. You may work at your own pace and complete lessons/exams on your own schedule, submitting up to 3 per week for grading.

After you finish your course, your final grade will be posted in Blackboard. Please **allow 3-5 business days for your final grade to appear** on your transcript in Campus Connection. You will receive a confirmation email from the Enroll Anytime staff once the final grade is officially posted on your transcript. You may then order an official transcript, if desired.

If you have an **administrative** question regarding course enrollment dates, extensions, withdrawals, questions regarding your transcript, or need exam assistance, please contact the **Office of Extended Learning** at und.courses@UND.edu or 701-777-0488.

Questions regarding **coursework** should be directed to the **instructor**.

For **technical support** including username and password help, assignment submission, or other technical assistance in the course, contact [University Information Technology.](#)

Student Resources

Many services are available to online students such as writing assistance from the UND Writing Center. Visit the [Student Resources page](#) for more information. You can also access the resources webpage from the *Student Resources* link in your Blackboard course menu.

University of North Dakota Policies & Resources

Academic Integrity

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the professor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter.

As a scholastic matter, the professor has the discretion to determine appropriate penalties to the student's workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. Be aware that I view this as a very serious matter, and will have little tolerance of or sympathy for questionable practices. A student who attempts to obtain credit for work that is not their own (whether that be on a paper, quiz, homework assignment, exam, etc.) will likely receive a failing grade for that item of work, and at the professor's discretion, may also receive a failing grade in the course. Read more in the [Code of Student Life](#).

Disability Support and Medical Services

If you have emergency medical information to share with me, or if you need accommodations in this course because of a disability, please contact me. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (180 McCannel Hall, 701.777.3425) or [you may register online](#).

If you have a temporary medical condition such as a broken arm or recovering after surgery, you may be able to arrange for courtesy services. In most cases, it is expected that you will make your own arrangements for these services. An example of a courtesy service includes access to a test scribe if the student has a broken hand. If you are unable to make your own arrangements, please contact DSS (701.777.3425). Unlike services and/or accommodations provided to eligible students with disabilities, the University is NOT obligated to provide courtesy services.

Resolution of Problems

Should a problem occur, you should speak to your instructor first. If the problem continues to be unresolved, go to the department chair, and next to the college Dean. Should the problem persist, you have the right to go to the Provost next, and then to the President.

Notice of Nondiscrimination

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator, 401 Twamley Hall, 701.777.4171, und.affirmativeactionoffice@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

Reporting of Sexual Violence

If you or a friend has experienced sexual violence, such as sexual assault, domestic violence, dating violence or stalking, or sex-based harassment, please contact UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; donna.smith@UND.edu; or visit the UND Title IX site.

Faculty Reporting Obligations Regarding Sexual Violence

It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual violence they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been the victim of sexual violence, learn more about confidential support services at UND.

UND Cares Program

The UND Cares program seeks to educate faculty, staff and students on how to recognize warning signs that indicate a student is in distress.

How to Seek Help When in Distress

We know that while college is a wonderful time for most students, some students may struggle. You may experience students in distress on campus, in your classroom, in your home, and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents, and other students. In addition to the support we can provide to each other, there are also professional support services available to students on campus through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about getting help or providing a friend with the help that he or she may need. Visit the UND Cares program webpage for more additional information.

How to Recognize When a Student is in Distress

The term "distressed" can mean any of the following:

- Student has significant changes in eating, sleeping, grooming, spending, or other daily activities.

- Student has cut off or minimized contact with family or friends.
- Student has significant changes in performance or involvement in academics, sports, extracurricular, or social activities.
- Student describes problems (missing class, not remembering, destructive behavior) that result from experiences with drinking or drugs.
- Student is acting withdrawn, volatile, tearful, etc.
- Student is acting out of character or differently than usual.
- Student is talking explicitly about hopelessness or suicide.