



Ottawa University

EDU 67113-AA PowerPoint 2 for Teachers

The following is the syllabus for the graduate course at Ottawa University. The syllabus is aligned to the [appropriate state/national standards to which the course applies] and Arizona State Teacher Standards.

Description:

Continue to develop skills learned in PowerPoint I for Teachers to enhance classroom presentations and student projects. **Twelve hours of additional practice required for two credits. An additional outside project will be required to earn three credits.**

Fall 2007

May be taken for 2 or 3 credit hours

Dates: October 27 - November 3

Location: Ottawa University, Tempe

Attendance: Attendance is mandatory at all class sessions.

Instructor: Michael Mann, teacherz@cox.net, (480) 664-9161

Course Text/Materials:

PowerPoint Workshop for Teachers by Janet Caughlin, Tom Snyder Productions

All necessary course material is posted online at: www.azteacher.net/ottawa

Course Objectives:

- Add graphics to presentations
- Add hyperlinks to presentations
- Import objects from other applications into presentations
- Insert presentation into a Word document
- Save presentation as a web page
- Save presentation as “Pack and Go”
- Email “Pack and Go” version of presentation

Course Outline:

Students will practice using or create the following:

<ul style="list-style-type: none"> • <i>PowerPoint</i> Basics Review • Using <i>PowerPoint</i> in the Classroom • Locating .wav files on the web and importing into <i>PowerPoint</i> 	<ul style="list-style-type: none"> • Importing Digital Pictures • Importing movie files • Adding hyperlinks to a <i>PowerPoint</i> presentation • Running a <i>PowerPoint</i> presentation from a <i>Word</i> document 	<ul style="list-style-type: none"> • Saving <i>PowerPoint</i> presentation as a web page • Saving <i>PowerPoint</i> presentation as “pack and go” • Importing objects from other applications
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Evaluation/Outside Project:

Students will be evaluated on participation and completion of the in-class practice assignments. Additionally all students must complete an outside project as described on page 7 of the Ottawa University catalog. The student with the approval of the Instructor will select the content of the project. It should include 12 hours of combined practice and project, and must be submitted by disk or e-mail within 1 week of completion of course. A rubric for evaluation of the project will be provided to the participants during class. *To earn 3 credit hours an **additional** outside project is required.

Student Handbook/Catalog:

Students should refer to the Ottawa University Student Handbook for all University regulations.

Disclaimer:

Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs.