



Ottawa University

EDU 57104-AB

PowerPoint I: Basic Classroom Presentations

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:

Learn how to create PowerPoint presentations for use in classrooms and also how to turn PowerPoint into a powerful tool for creation of student projects. Use charts, graphs, abstract art, graphic design and plotted math equations to create dynamic presentations. **No Prerequisite.**

Summer 2007

May be taken for 2 or 3 credit hours

Dates: August 1-2

Location: Ottawa University, Phoenix

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.

Course Objectives:

Students will be guided through a variety of hands-on activities that will give them the skills necessary to create *PowerPoint* presentations that include graphics, text boxes, headings, animation, sound, color and tables.

Students will submit a project created outside of class. The learner, with the approval of the instructor, will select the content of the project. The project must include the features presented in class and will be evaluated with a rubric that will be provided to the students during class.

Course Outline:

Students will practice using or create the following:

<ul style="list-style-type: none"> • Create a self running WordArt presentation • Create a presentation with text boxes and Clip Art • Create a basic slide presentation with a Summary Slide 	<ul style="list-style-type: none"> • Open and edit a presentation • Create a review presentation the kids can take home to study • Create a slide show with a chart and table 	<ul style="list-style-type: none"> • Create speaker notes in a slide show • Change the background and time the show • Edit the master slide and insert AutoShapes
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Bibliography:

Microsoft In Education. "In and Out of the Classroom Tutorials." (Online) 16 March 2000

<http://www.microsoft.com/education>

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 2 weeks 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.