TEED 589: MICROSOFT POWERPOINT FOR CLASSROOM TEACHERS

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COURSE CREDIT: 1 graduate credit

DATES, TIMES, NUMBER OF SESSIONS: Asynchronous, On-line & Email
October 1 – November 9, 2007 OR
January 7 – February 15, 2008
6 lessons (one/week), 2.5 hrs/lesson

COURSE DESCRIPTION: This on-line course is designed to introduce teachers to Microsoft PowerPoint presentation software application and its power for classroom teachers. Teachers will learn to create, edit, format and save PowerPoint (PPT) slide shows. They will develop a variety of slide shows relevant to their teaching situation. This course is targeted for K-12 classroom teachers and other educators.

COURSE OBJECTIVES: Upon completion of this course, teachers will

- Be able to create a PowerPoint slideshow, save, edit, format it AND remember where you saved it so you can get back to it again.
- Become comfortable in the PowerPoint environment to explore MENUs, TOOLBARs, keyboard and RIGHT CLICK options, as well as to understand DEFAULTs and how to change them – this includes learning the language, vocabulary and grammar of PowerPoint
- Be able to create presentations that for use in the classroom or teaching situation to help the teacher learn how to present information to a variety of audiences
- Be able to insert a variety of objects and apply a variety of formatting options to enhance your presentation
- Reflect on how the teacher might be able to apply the various features of PowerPoint in their role as a classroom teacher and model of technology use

LESSONS:

- Creating and saving a new PowerPoint (PPT) slide show presentation
- Microsoft PowerPoint environment –
  o Blank presentation, AutoContent Wizard, or design template
  o Views in PPT
Slide animations and transitions
• Printing options
• Practicing and presenting your slideshow

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Lessons:
(Durango, CO: Fresh Perspectives)

Supplemental Reading:
Microsoft Office On-line Help Center

Optional Reading:
(Eugene, OR: International Society for Technology in Education)

COURSE REQUIREMENTS:

1. Class participation: Teachers are expected to read assigned lessons, complete and submit all practice slide shows and assignments in a timely fashion.
2. Electronic Portfolio: Teachers will be required to create an electronic portfolio that includes a. practice slide shows, assignments and b. reflections
3. Submissions: Each student will post required practice documents, assignments, and reflections to the appropriate website in a timely manner

STANDARDS:

This course targets the following NETS-T (National Education Technology Standards) for Teachers: [http://cnets.iste.org/teachers/t_stands.html](http://cnets.iste.org/teachers/t_stands.html)

1) TECHNOLOGY OPERATIONS AND CONCEPTS.
Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:
> demonstrate introductory knowledge, skills, and understanding of concepts related to technology, e.g. using PowerPoint to create a multimedia presentation
> demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies

2) PLANNING AND DESIGNING LEARNING ENVIRONMENTS AND EXPERIENCES.
Teachers plan and design effective learning environments and experiences supported by technology. Teachers:
> design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners
> plan for the management of technology resources within the context of learning activities
> plan strategies to manage student learning in a technology-enhanced environment
3) **TEACHING, LEARNING AND THE CURRICULUM.**
Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning. Teachers:
- facilitate technology-enhanced experiences that address content standards and student technology standards
- manage student learning activities in a technology-enhanced environment

5) **PRODUCTIVITY AND PROFESSIONAL PRACTICE.**
Teachers use technology to enhance their productivity and professional practice. Teachers:
- use technology resources to engage in ongoing professional development and lifelong learning, e.g. to design a lesson in which students use presentation software
- apply technology to increase productivity.

6) **SOCIAL, LEGAL, ETHICAL AND HUMAN ISSUES.**
Teachers understand the social, legal, ethical and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice. Teachers:
- model and teach legal and ethical practice related to technology use

Enhancing your skills as a teacher using technology will enhance your ability to model effective technology use and to help your students meet the following newly refreshed NETS for Students: [http://cnets.iste.org/students/s_stands_07.html](http://cnets.iste.org/students/s_stands_07.html)

1. **Creativity and Innovation**
   Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
   a. apply existing knowledge to generate new ideas, products, or
   b. create original works as a means of personal or group expression.

6. **Technology Operations and Concepts**
   Students demonstrate a sound understanding of technology concepts, systems and operations

**GRADE DISTRIBUTION AND SCALE:**

Summary of points
- Practice documents: 30%
- Mid Term assignment: 20%
- Reflections: 20%
- Final assignment: 30%

Grade structure: Pass / Fail
- 80% minimum to Pass