TEED 589: MICROSOFT POWERPOINT FOR CLASSROOM TEACHERS -- ADVANCED

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COURSE CREDIT: 1 graduate credit

DATES, TIMES, NUMBER OF SESSIONS: Asynchronous, On-line & Email
January 7 – February 15, 2008 OR
February 1 – March 15, 2008
March 1 – April 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 work with buttons and animation, sound tracks and effects, slide masters, macros, customized PowerPoint (PPT) slide shows, including user-friendly interactive quizzes. 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

- Learn the following: adding action buttons and animation, sound effects, soundtracks, and narration, movement, additional navigation techniques in PPT, working with and editing slide master elements, slide master / title master interaction, working with multiple and alternate masters, inserting animated GIFs and video clips, working with macros, creating customized shows, creating user-friendly, interactive quizzes by using hidden slides
- Create a PPT show in which you teach other teachers or your advanced students how to incorporate these techniques by actually incorporating them into the show
- 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:

- Expanded work with slide masters
• Advanced graphics + animated GIF’s and video clips; action buttons, sound tracks and effects
• Working with macros
• Advanced customized slideshows
• Creating user-friendly, interactive quizzes by using hidden slides
• Creating Slideshows for training students or teachers to create PPT slideshows

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Lessons:
  Dunlap, Stan (2007). Microsoft PowerPoint for the Classroom Teacher – Intermediate Level (Durango, CO: Fresh Perspectives)

Supplemental Reading:
  Microsoft Office On-line Help Center

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

1) TECHNOLOGY OPERATIONS AND CONCEPTS.
   Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:
   > 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

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

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