

COURSE SYLLABUS: Teaching your Students Presentation Skills with PowerPoint

Course: Teaching Your Students Presentation Skills with Microsoft PowerPoint in the Classroom

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Course Overview

During this course you will pick up the concepts and skills of building an effective presentation using Microsoft PowerPoint. Emphasis will be placed on developing a solid message with compelling evidence, as well as putting together a clear and also attention-grabbing set of slides with which to present your information.

Lessons will be reinforced by homework assignments and quizzes in which you will have the opportunity to put into practice the concepts you learned in this course.

Additional Contributors

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Course Objectives

After completing this course, educators will:

- Know to use PowerPoint and have increased confidence in producing quality presentations as well as be able to teach PowerPoint to others.

Learning Outcomes

After completing this course, educators will be able to:

- Teach students to use PowerPoint
- Guide students into becoming excellent presenters of concepts, arguments, data, and research

What if you don't have Power Point?



- Students who do not have Power Point can still take the class and schedule a tutorial session at QuikiTech's computer lab. Instructions for obtaining Power Point are also given in the lesson.

Syllabus

LESSON 1: Presenting ideas through slides

Objective: Learn the 6 key items involved in creating an effective.

Content: In this first lesson you will watch presentations by Al Gore and Guy Kawasaki, to see how two people effectively used Power Point to make an impact on an audience.

Student Learning Outcomes:

After completing this unit, educators will be able to:

- Identify the 6 keys elements needed to create an impactful presentation
- Begin using PowerPoint

LESSON 2: Create a Basic Presentation

Objective: Educators learn to the steps to create an original PowerPoint presentation, delivering information clearly and succinctly while evoking a call to action

Student Learning Outcomes:

After completing this unit, educators will:

- Know how to motivate students to learn PowerPoint and present well-backed ideas
- Be able to create a simple yet effective PowerPoint presentation based on the 6 keys from Lesson 1

LESSON 3: Build Your Story

Objective: Educators learn to use the Microsoft PowerPoint Ribbon to add pictures, graphics and slide transitions to a PowerPoint presentation

Student Learning Outcomes:

After completing this unit, educators will:

- Construct a storyline or outline from which to develop slides
- Use the Microsoft PowerPoint Ribbon to add pictures, graphics and slide transitions that support and don't detract from the overall message of their presentation



LESSON 4: Create Advanced Presentations

Objective: Educators learn how to create advanced presentations and how to teach these skills to varied student populations

Student Learning Outcomes:

After completing this unit, educators will be able to:

- Use the master slide feature which automatically puts standard template elements like logo, date, author, time, on every slide
- Add photos to a presentation
- Utilize 4 strategies to address English Language Learners, Standard English Learners, cultural diversity, and gifted students

LESSON 5: Use Animations

Objective: Educators learn how to add animations to slides to hold people's attention

Student Learning Outcomes:

After completing this unit, educators will be able to:

- Use the Animation Pane to make their presentation visually interesting

LESSON 6: Write Your Own Lesson Plans

Objective: Educators learn how to incorporate PowerPoint into their classroom

Student Learning Outcomes:

After completing this unit, educators will be able to:

- Write an effective lesson plan to teach PowerPoint, and
- Integrate an objective for teaching PowerPoint into an existing lesson plan

LESSON 7: Project-Based Learning

Objective: Educators create an original PowerPoint presentation using the skills learned in this course

Student Learning Outcomes:

After completing this unit, educators will be able to:

- Create high quality projects for their students

For more information, email support@quikitech.com

