

COURSE SYLLABUS: Microsoft PowerPoint NA-21-38

Course Name: Microsoft PowerPoint in the Classroom

Instructor: Donny Wise, QuikiTech Founder and CEO, MSEE

Hours: Approximately 20-40 hours

Is this approved by LAUSD? Yes. It is approved for 1 Salary Point by LAUSD and UTLA.

How do you process the Salary Points: As the instructor, I, Donny Wise, send in paper work on your behalf. You only need to finish the class and we at QuikiTech will send your passing score to the district and after 8 to 12 weeks, your salary points will appear on your Professional Development record for your progress toward getting an increase in your salary.

Requirements to Pass: You need to finish the course with a passing score of 51% or higher – which is very doable.

When do you have to finish the course: You have **1 year** to finish the course but most finish it in 20 to 40 hours. You do not need to come to a certain location and you can go at your own pace. You can start the course any time after you have paid, within the first year.

What if you don't have Power Point? The lesson explains how to obtain it or you can come to the QuikiTech computer lab by UCLA to complete your homework with tutoring provided.

How many lessons are there? 7 Lessons (See below for the syllabus) All lessons are online

Course Overview

During this course you will pick up the concepts and skills of building an effective slide 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.

Presenter's Bio

Donny Wise, QuikiTech Founder and CEO, has been an educator for 20 years, in addition to



working for UCLA, Hughes Space and Communication, Monster.com, IDC, and RAND Corporation. He received a B.S. in electrical engineering from the University of Washington and a M.S. in electrical engineering from UCLA. His experience in curriculum development, technology training and professional development training has enabled him to build a pipeline of instructional education material from kindergarten through college. He founded QuikiTech based on the conviction that the promise, hope, and future of society rests on the shoulders of our children. He lives in Los Angeles with his wife Ruth and two children who are currently in the Los Angeles public school system.

Additional Contributors

Israel Hsu, Computer Science, Ph.D., UCLA

Ruth Wise, LAUSD 4th Grade Teacher, QuikiTech Course Facilitator

Rosalind Wise, Former Director of Math Curriculum, Seattle, WA

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 for 1 hour 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

Methods of Instruction

Videos

- Presentations are given by the instructor and are accompanied by PowerPoint slides
- Lessons include links to relevant lectures from various experts in the field

Reading Portions

- Lesson text is included in each course
- Links are provided to reading portions and helpful websites



Quizzes

- Multiple-choice quizzes follow each lesson to check for understanding of reading portions and video content

Assignments

- Open-ended responses based on questions and prompts are given to solidify the lesson content

Passing Requirements

In order to receive credit for this course, the participant must complete all lessons— including videos and reading portions—submit all quizzes and complete all assignments. All assignments must receive a 51% or above to pass the course.

For more information, email the instructor at donny@quikitech.com