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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 356 | *Delivered* | 5/4/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 1 | | | | | |
| *Description* | Introduce the course, survey the students, describe the file system, review the PowerPoint GUI, and Google Drive basics. | | | | | |
| *Objective:* | Introduce the course, survey the students, describe the file system, review the PowerPoint GUI, and Google Drive basics. | | | | | |
| *Resources:* | Class handouts, Survey document, Student Presentation Outline | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the Survey | | | | | 5 |
| 2 | Introduce the course - highlight student presentation and Google Drive | | | | | 10 |
| 3 | Review the File System and folders being used. | | | | | 5 |
| 4 | Introduce Google Drive | | | | | 5 |
| 5 | Assign Google Account and Logon | | | | | 20 |
| 6 | Pin PowerPoint to the start menu | | | | | 3 |
| 7 | Complete Exercises 1A - 1D | | | | | 42 |
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|  |  | | | | |  |
| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 357 | *Delivered* | 5/11/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 2 | | | | | |
| *Description* | Establish use of Google Drive, Establsh Student folders, begin student project design, cover week 2's material. | | | | | |
| *Objective:* | Establish use of Google Drive, Establsh Student folders, begin student project design, cover week 2's material. | | | | | |
| *Resources:* | PowerPoint Presentation, Google Drive, PRC weekly course document. | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Answer any Questions | | | | | 5 |
| 2 | Review use of Google Drive. | | | | | 10 |
| 3 | Verify student's have access to GD | | | | | 5 |
| 4 | Review technique to plan student presentation. | | | | | 10 |
| 5 | Complete Exercises 2A - 2E | | | | | 55 |
| 6 | Upload Exercises to Google Drive | | | | | 5 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 358 | *Delivered* | 5/18/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 3 | | | | | |
| *Description* | Begin design of the Student Project, Continue introduction of PowerPoint capabities | | | | | |
| *Objective:* | Begin design of the Student Project, Continue introduction of PowerPoint capabities | | | | | |
| *Resources:* | Google Drive, PRC class handout | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Answer any questions | | | | | 5 |
| 2 | Review of Student Project topics | | | | | 10 |
| 3 | Complete Week 3 exercises 3A - 3D | | | | | 70 |
| 4 | Save work to Student Google Drive | | | | | 5 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 359 | *Delivered* | 5/25/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 4 | | | | | |
| *Description* | Continue work on Student Project, Introduction to charts and media clips | | | | | |
| *Objective:* | Continue work on Student Project, Introduction to charts and media clips | | | | | |
| *Resources:* | Student Project design outline, PRC Week 4 handout. | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Answer and Questions | | | | | 5 |
| 2 | Review progress on Student presentation design and construction. | | | | | 10 |
| 3 | Complete Student Exercises A - E | | | | | 70 |
| 4 | Save work to Google Drive | | | | | 5 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 360 | *Delivered* | 6/1/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 5 | | | | | |
| *Description* | Continue preparation for Student Presentation, Introduce slide show design. | | | | | |
| *Objective:* | Continue preparation for Student Presentation, Introduce slide show design. | | | | | |
| *Resources:* | PRC Week 5 handout. | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Answer questions | | | | | 5 |
| 2 | Review progress on Student presentations | | | | | 10 |
| 3 | Complete exercises A - D | | | | | 75 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 361 | *Delivered* | 6/15/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 6 | | | | | |
| *Description* | Finalize Student Presentations. Introduce Animation | | | | | |
| *Objective:* | Finalize Student Presentations. Introduce Animation | | | | | |
| *Resources:* | Google Drive, PRC Week 6 handout | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Respond to student questions | | | | | 5 |
| 2 | Review progress on Student Presentations | | | | | 15 |
| 3 | Complete exercise A - E with Students | | | | | 70 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | PowerPoint I | | | *Subject* | Powerpoint | |
| *Reference* | 362 | *Delivered* | 6/22/2016 | *Grade* | Adult | |
| *Lesson* | PowerPoint I Week 7 | | | | | |
| *Description* | Student Presentations | | | | | |
| *Objective:* | Student Presentations | | | | | |
| *Resources:* | Student Presentations | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Answer any student questions | | | | | 5 |
| 2 | Present Student Presentations | | | | | 70 |
| 3 | Critique and awarding of certificates | | | | | 15 |
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| Total |  | | | | | 90 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |