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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:* |  |