

# Newburgh Teacher Center

## In-service Course Proposal

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Title:	Using Word and PowerPoint for classroom projects		
Curriculum Area:	All curriculum areas		
Learning Standards:	ELA Standards 1 & 3. Tools used can be used in any subject.		
Presenter(s):	Stacey Lazarus	Email:	slazarus@newburgh.k12.ny.us
Dates:	Tuesday, September 22 and Wednesday, September 23, 2009		
Time:	3:30-6:30 PM (if participants need to start later-notification will be sent out)		
Location:	North Junior High School Room 214		
Credit(s):			
Hours:	6 hours		
Target Audience:	All classroom teachers. Preference given to secondary teachers		
Course Description:	<p>Teachers will learn/practice:</p> <ul style="list-style-type: none"> <li>• Readability levels in Word</li> <li>• Highlighting comments/corrections for the student</li> <li>• Inserting Comments for the student to use for corrections</li> <li>• Summarizing written material to reduce the length of the paper</li> <li>• Thesaurus for improving language skills (will also use an online version and an online reverse dictionary)</li> <li>• Outline in Word and PowerPoint</li> <li>• Template for creating a Jeopardy game</li> <li>• Additional online resources will be examined</li> </ul>		
Course Requirements:	Basic computer skills.		
Maximum Enrollment:	20		

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## In-service Course Proposal

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*Credit and permission granted by Jay McTighe – UbD*

**Name of In-service Proposal:** Using Word and PowerPoint for classroom projects

**Name of Instructor(s):** Stacey Lazarus

### Desired Results

**Goal(s):** 1 - When teachers in NECSD give an assignment to their students, the teachers will be able to provide corrections and assistance in Microsoft Word that enhances student involvement and learning, improving student scores by a measurable amount.

2 - When teachers in NECSD give an assessment to their students, the teachers will be able to produce a Jeopardy game using PowerPoint that enhances student involvement and learning, improving student scores by a measurable amount.

**Understanding(s):**

Develop communication skills using the computer for corrective actions.  
Develop review materials using PowerPoint

**Essential Question(s):** How can students become more comfortable using only the computer for a complete project?

**Knowledge/Skills:** Using features of Microsoft Word to improve students' work, from initial production, through correction. Using PowerPoint to create a review of material either as a presentation of work or Jeopardy.

### Assessment Evidence

**Direct Evidence:**

*All the above can be observed in formal and informal observations. A completed Jeopardy game or a corrected paper will be produced.*

### Learning Plan

**Learning Activities:** Pair learning will be used to facilitate the use of correcting "papers" produced for practice. Using the tools discussed in class, the teachers will practice each and determine which is best for their teaching style and environment. Group discussions, individual presentations.