

Outline Course: Facilitating using PowerPoint

Flexible Skill Development programme COL			
Module title Facilitating using PowerPoint	Code: FSD_PP	Credit value 2	Notional Learning Time: 20 hours
Purpose This module is one in the INVEST Africa activity from the Commonwealth of Learning aimed at supporting the outcome “Improved quality of TVET programmes through teachers using ICT to bring new dimensions to their teaching”. This module specifically aims at assisting TVET trainers to acquire knowledge and skills in effective use of PowerPoint in facilitation of learning sessions. The successful completion of this course contributes to meeting the mandatory competence “Produce and use in a learning situation, a complex slide-based presentation” of the INVEST Africa FaB Teacher Competency Framework. As such it contributes to acquire the FaB Teacher COL recognition (http://flexibleskillsdevelopment.ning.com/group/fab-quality-recognition)			
General Objectives of the course <ol style="list-style-type: none">To familiarise participants with the technical features of MS PowerPoint to create slides and a slide show.To assist participants in creating a set of PowerPoint slides that can be used to enhance facilitation and enrich learning.To raise awareness among participants how PowerPoint slides can be integrated in a learning session.To engage participants in online discussions with other participants and the facilitator to enable critical (self) reflection on use of quality PowerPoint slides to enrich learning.			
Learning outcomes: On successful completion of the course participants will be able to <ol style="list-style-type: none">Use range of technical features of MS PowerPoint in creating PowerPoint slidesCreate a set of PowerPoint slides for use in a learning session aligned to specified learning outcome in own vocational area meeting technology and educational standardsDemonstrate the effective use of quality PowerPoint slides in an interactive learning sessionDemonstrate a critical approach to the use of PowerPoint slides in an interactive learning session through participating in on-line discussion forums			
Prerequisites for enrolling in this module. Each participant needs: <ol style="list-style-type: none">Basic computer file management knowledge, e.g. opening, saving and uploading files, creating folders; Basic Internet search; Basic skills in using word processing.Access to a computer / laptop with MS Office 2010 or 2013 (version 2007 is still acceptable but the course content is based on the 2010/2013 versions of MS Office)			

- c. Access to group(s) of TVET trainees (minimum number of trainees in the group 16)
- d. To have identified and submitted the name of an institutional based qualified supervisor / assessor prepared to assess the participant's facilitation of a training session using PowerPoint slides

NB Basic skills in use of PowerPoint and use of Moodle learning platform are added advantages, but could be acquired during first weeks of the course with extra input from the participant.

LO 1. Use range of technical features of MS PowerPoint in creating PowerPoint slides

Performance Criteria – (what participant has to do & to know)

- PC (a) *Create* a set of slides
- PC (b) *Format* slides correctly
- PC (c) Enter *data* correctly
- PC (d) Insert *objects* correctly
- PC (e) *Modify objects* correctly
- PC (f) Use *multimedia features* effectively
- PC (f) Use slide *transitions* effectively

Range (content)

- Create:* start presentation, use different slide layouts, insert new slides, duplicate slides, save *PP* presentation, present slides in a word document
- Format:* font (typeface, size, text colour), paragraph alignment, background, colour schemes, WordArt
- Data:* text, bullet lists, speaker notes, slide number (in footer)
- Objects:* picture, shapes, WordArt, SmartArt, charts, tables, special text symbols / characters, hyperlink, video
- Modify:* move, adjust colour / brightness /contrast, format, crop
- Multimedia features:* slide animation
- Transitions:* effect; manual, automatic

Evidence requirement

A set of PowerPoint slides fully covering the PCs and range presented as .ppt or .pptx file and presented in word document (screen dump of slide sorter view)

Completed self-checklist stating the slides demonstrating / illustrating the skills listed in the PCs and range (Appendix A)

LO 2. Create a set of PowerPoint slides for use in a learning session aligned to specified learning outcome in own vocational area meeting technology and educational standards

Performance Criteria – (what participant has to do & to know)

PC (a) Write a *session plan* for the PowerPoint slides supported learning session.

PC (b) Design a set of *quality PowerPoint slides* for the PowerPoint slides supported learning session.

Range (content)

Session plan covering: background on which session is based (module / syllabus / LO /PC, range); topic of session; objectives of session; justification for using PP-slides; details for each slide how, when, where is will be used in the session (Appendix B)

Quality PowerPoint slides Meeting the technical and educational criteria as per checklist (Appendix C)

Evidence requirement

Completed session plan for the PowerPoint supported learning session

Set of PowerPoint slides to be used in learning session (in .ppt / .pptx format and .doc / .docx format)

Completed quality checklist for the set of PowerPoint slides to be used (Appendix C)

LO 3. Demonstrate the effective use of quality PowerPoint slides in an interactive learning session

Performance Criteria – (what participant has to do & to know)

PC (a) *Set up* training room, computer / laptop, beamer, projector and screen for effective use in the learning session.

PC (b) Use *relevant* PowerPoint slides that can promote a learner centred interactive learning session.

PC (c) Use the PowerPoint slides *competently and interactively* during facilitation of the learning session.

Range (content)

Set up Meeting the criteria stated in competence area 1 of assessor's observation checklist

Relevant Meeting the criteria stated in competence area 2 of assessor's observation checklist

Competently and interactively Meeting the criteria stated in competence area 3 of assessor's observation checklist

NB The assessor's observation checklist is found as Appendix D

Evidence requirement

Assessor's completed observation checklist covering competence areas 1, 2 and 3

LO 4. Demonstrate critical approach to use of PowerPoint slides in an interactive learning session through participating in on-line discussion forums

Performance Criteria – (what participant has to do & to know)

PC (a) Start at least one critical reflective discussion on one of the forums in the online course.

PC (b) Provide a minimum of three constructive responses to discussions on EACH forum in the online course.

PC (c) Evaluate the PowerPoint slides to be used in the observed learning session.

Range (content)

The range for this learning outcome is fully expressed in the performance criteria

Evidence requirement

Evidence on the Moodle course platform covering PC (a) and (b)

Completed PowerPoint slide checklist for PC (c)

NB The appendices will be found in the sections you will need them.