

COURSE TITLE	INTRODUCTION COURSE ON PRESENTATION ICT TOOLS	
DURATION	2 HARI	
SPEAKER	ASSOCIATE PROFESSOR DR. RAYNER ALFRED	
SYNOPSIS		
This course is all about presentation the story of data, using microsoft powerpoint. Candidate learn how to structure a presentaion, to include insights and supporting data. Candidate also learn some design principles for effective visual and slides simultaneously deliver iterative peer feedback with two different presentation tools.		
LEARNING OUTCOME		
At the end of the course, participants will know how to structure presentation via online platform and to include insights and supporting data.		
COURSE CONTENTS		
Microsoft Office Powerpoint : <ul style="list-style-type: none"> • Module 1 : Introduction to presentaton concepts and microsoft powerpoint environment • Module 2 : Create new presentation • Module 3 : Add and edit text to slides • Module 4 : Add new slides to a presentation • Module 5 : Insert clipart images and shapes to slides • Module 6: Add sound and video to a slide presentation • Module 7 : Insert and edit animation and slide transitions • Module 8 : Display a speaker-lead and self-running presentation 		
TENTATIVE PROGRAM		
Day 1	Day 2	
8.30am - 9.00am : Introduction	8.30am - 9.00am : Introduction	
9.00am – 12.30pm : Module 1 – Module 2	9.00am – 12.30pm : Module 5 – Module 6	
12.30pm – 2.00pm : Lunch Break	12.30pm – 2.00pm : Lunch Break	
2.00pm – 4.30pm : Module 3 – Module 4	2.00pm – 4.30pm : Module 7 – Module 8	
4.30pm : Course End	4.30pm : Course End	
METHOD OF COURSE DELIVERY		
<ul style="list-style-type: none"> • Lectures: To deliver basic subject material • Labs/Tutorials/Workshops: To provide hands on training in Slides Presentation using ICT tools 		
REFERENCES		
1. Zhou, W., Simpson, E., & Domizi, D. P. (2012). Google Docs in an Out-of-Class Collaborative Writing Activity. International Journal of Teaching and Learning in Higher Education, 24(3), 359-375.		

2. Spaeth, A. D., & Black, R. S. (2012). Google Docs as a form of collaborative learning.
3. Herrick, D. R. (2009, October). Google this! using Google apps for collaboration and productivity. In Proceedings of the 37th annual ACM SIGUCCS fall conference: communication and collaboration (pp. 55-64). ACM.
4. Murray, K. (2011). *Microsoft Office 365: Connect and collaborate virtually anywhere, anytime*. Microsoft Press.
5. Carey, P., DesJardins, C., Shaffer, A., Shellman, M., & Vodnik, S. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version*. Cengage Learning.