LORETO COLLEGE

TIME PLAN 2020-2021

Name of the teacher: CHANDRANI SENGUPTA/ MEGHNA BANERJEE
Initials: CSG/ MB

Teaching Objective:
- Enable students to learn, write and work with different tools of Microsoft Word and applying it to various necessary platforms.

1st Semester Topic-wise Time Plan

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome (output)	Assessment
1	4	Introduction to Computers	Lecture	Demonstrate the overview of computer	5
2	3	Windows 2010 Interface	Lecture	Explain how to use windows 2010	2
3	4	Windows Explorer and Application	Lecture	Describe the knowledge of different explorer along with it they can implement them accordingly	3
4	10	Introduction to Internet	Lecture	Will be able to demonstrate and explain the proper knowledge of internet along with its application	5
5	15	Introduction to MS Word	Lecture	Describe all the basic features of ms word	5
6	20	Formatting Documents	ICT based	Perform all formatting and designing operations	10
7	24	Desktop Publishing features	ICT based	Analyze all the publishing features of desktop	5
8	20	Advanced features in Word Application	ICT based	Generate any word work via using different advanced word application tools	15