

**COMPUTER DEPARTEMNT  
LORETO COLLEGE**

**TIME PLAN 2020-2021**

**Name of the teacher: CHANDRANI SENGUPTA/ MEGHNA BANERJEE**

**Initials: CSG/ MB**

**Teaching Objective:**

- To cover overall concept of PowerPoint presentation and ways to create it more presentable in all sorts of different unique ways, using advanced tools and applications.

**2<sup>nd</sup> Semester Topic-wise Time Plan**

<b>Topics</b>	<b>Hours allotted</b>	<b>Topics (as per curriculum)</b>	<b>Teaching method</b>	<b>Learning outcome (output)</b>	<b>Assessment</b>
1	10	Introduction to MS PowerPoint	Lecture	Demonstrate the purpose of PowerPoint	5
2	15	Editing Presentation	Lecture/ ICT based	Construct different slides as per given topic	10
3	10	Formatting presentation	ICT based	Format all the slides using different presentation tools	20
4	11	Working with tables and Charts	ICT based	Evaluate and prepare a table and chart as per data record	5
5	34	Working with Multimedia	ICT based	Apply audio and video to different slides to make it more presentable	5
6	19	Sharing presentation	ICT based	Organize properly and can create a ppt for demonstration	2
7	15	Advanced presentation components	ICT based	Apply all sort of advance tools for better look of PowerPoint presentation	3