

**COMPUTER DEPARTEMNT  
LORETO COLLEGE**

**TIME PLAN 2020-2021**

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

**Initials: CSG/ MB**

**Teaching Objective:**

- Create different types of posters, articles, greetings, paper publishers etc. in a different modular way with advance settings and tools.

**4<sup>th</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	5	Introduction to MS Publisher	Lecture	Explain the concept of publisher	5
2	15	Working with templates	ICT based	Demonstrate how to create and work with different templates	10
3	10	Working with contents	ICT based	Explain how to put any write-up according to the need	5
4	12	Working with objects	ICT based	Generate the work with different objects	5
5	9	Formatting concepts	ICT based	Explain how the format the pages to give it a better look	5
6	3	Managing texts	ICT based	Generate process how to manage with the write-ups	5
7	8	Working with Graphics	ICT based	Organize the posters, articles with advance tools like graphics	5
8	17	Publishing, Sharing and Printing concepts	ICT based	Evaluate the work and publish it outside	10

