

Tamralipta Mahavidyalaya



Add-On- Program

Preparation of Presentation using MS-Powerpoint

Department of Economics

A 30-hour PowerPoint Add-On course is an extensive training program that focuses on enhancing the skills and knowledge of participants in using advanced features and functionalities of Microsoft PowerPoint. The course goes beyond the basics and delves into more complex topics such as advanced slide formatting, creating interactive presentations, incorporating multimedia elements, designing custom templates, and utilizing powerful animation and transition effects.



Through this comprehensive course, participants gain the expertise to create engaging, professional-grade presentations that effectively communicate ideas and captivate audiences. The 30-hour duration allows for an in-depth exploration of the advanced capabilities of PowerPoint, empowering participants to elevate their presentation skills to the next level.

Duration: One week, Course starts from 22nd May 2024.

Eligibility: Passed 2nd Semester in any subject. The Candidate should have basic idea of computer.

Admission: Application form will be issued from the Department of Economics, Tamralipta Mahavidyalaya. Filled in application form shall be submitted at the Department within 18th May, 2024. Admission shall be first come first serve basis.

Course Fee: The course is free to enrol and learn.

Evaluation: Internal Assessment: 30%

& Practical Examination: 70%

Total Marks: 100 ; Passing Marks: 40

Learning Outcome :

Completing 30-hour PowerPoint Add-On course, participants will achieve the following outcomes:

- Proficiency in using PowerPoint: Participants can become proficient in using PowerPoint to create and deliver engaging and effective presentations.
- Understanding of design principles: Participants can learn design principles and techniques for creating visually appealing and effective slides.
- Mastery of multimedia elements: Participants can learn how to incorporate multimedia elements such as audio and video to enhance their presentations.
- Improved public speaking skills: Participants can develop skills and confidence in delivering presentations in front of an audience.
- Ability to create professional-level presentations: Participants can acquire the skills and knowledge necessary to create professional-level presentations for various purposes, such as business, education, or training.
- Collaboration and teamwork skills: Participants can develop skills in collaborating with others to create and deliver presentations, including sharing and co-authoring presentations.

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