SES's L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE (AUTONOMOUS)

Syllabus of Advance Presentation Skills under NEP 2020 vertical - SEC with effect from 2024-25

Department of Information Technology and Data Science

HoD/Sr. Person of the Department: Ms. Prajakta Joshi
Date of approval by the BoS: 27/04/4024
Approved by the Academic Council: 29/04/2024
Ratified by the Governing Body on: 06/05/2024

Programme: B.Sc.(IT)				Semester : I	
Course : Advance Presentation Skills				Code: UGBSCITISEC224	
Academic Year: 2024-2025 Batch: 2024-2027					
Teaching Scheme			Evaluation Scheme		
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30	Nil	Nil	2	20	30

Learning Objectives :	1. Create customized presentations with templates. 2. Add special effects. 3. Use the slide, notes, and handout masters. 4. Create, edit, and import charts. 5. Manage hyperlinks. 6. Secure and share presentations.
Learning Outcomes :	1. Students will comprehend the importance of adapting presentation content and delivery style to different audience preferences and contexts. 2. Students will be able to apply techniques such as storytelling, rhetorical devices, slide design principles, and multimedia integration to create compelling presentations. 3. Students will demonstrate proficiency in creating presentations that effectively communicate complex ideas, engage the audience, and leave a lasting impression.
Pedagogy:	Experiential learning, problem-based learning, peer learning, designing

Detailed Syllabus: (per session plan)

Session Outline For: Advance Presentation Skills

Each lecture session would be of one hour duration (30 sessions).

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration
I	**Customizing Presentations:** Applying a Theme, Applying a Background Style, Adding a Footer, Arranging and Printing Sections. Exercise: Customizing Your Presentation using background image. **Presentation Masters:** Working with the Slide Master, Slide Layouts, Formatting Slide Masters and Layouts, Adding a Watermark to Your Presentation, Adding Slide Numbers Using the Slide Master, Inserting a New Slide Master, Preserving a Slide Master, Modifying the Notes	Experiential learning, problem-based learning, peer learning, designing	15

	Master, Modifying the Handout Master, Adding a Header and Footer to Notes and Handouts **Working with Special Effects:** Animating Text and Objects, Working with the Animation Painter, Setting Animation Timing, Animating a Chart Exercise: Applying Special Effects to a Presentation **Using SmartArt:** Inserting, Modifying, Resizing/Repositioning, Inserting Text into a SmartArt Object, Formatting Text in a SmartArt Object, Adding Shapes to a SmartArt Object, Ungrouping SmartArt Objects.		
II	**Multimedia:** Creating a Photo Album, Adding Captions, Applying a Theme to Your Album, Customizing an Album, Inserting Sounds and Video, Editing Media Clips Exercise: Create a presentation with Audio, Video. **Setting Up the Slide Show:** Setting Up a Custom Show, Creating a Hyperlink, Adding an Action Button, Jumping to Another Presentation, Using Rehearse Timings, Navigating within a Slide Show, Annotating a Presentation, Creating a Presenter-Independent Slide Show, Setting Up a Slide Show to Repeat Automatically. **Managing Multiple Presentations:** Merging Multiple Presentations, Reusing Slides from Other Presentations, Viewing Multiple Presentations, Tracking Changes in PowerPoint **Sharing and Securing a Presentation**: Sharing a Presentation with a Remote Audience, Embedding the Fonts in a Presentation, Using the Power Point Viewer, Encrypting a Presentation, Adding a Digital Signature, Granting Permissions, Compressing Pictures, Sending a Presentation in PDF format	Experiential learning, problem-based learning, peer learning, designing	15

REFERENCE BOOKS

1. Boss C. (2023). Microsoft PowerPoint Best Practices, Tips, and Techniques
2. Berk, R. A. (2012). Top 10 evidence-based, best practices for PowerPoint® in the classroom. Transformative Dialogues: Teaching and Learning Journal, 5(3).
3. Weverka, P., & Wade, M. (2022). Office 365 All-in-one for Dummies. John Wiley & Sons.