



Women's College, Tinsukia
TEACHING PLAN
B.A 4th Semester
Subject: Adobe InDesign-II (Theory)
Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Adobe InDesign-II (Theory)	
	Details of the courses/ unit allotted	In this subject, there are five units in total. Unit 1 covers Importing and linking graphics Unit 2 covers Tables and vector graphics Unit 3 covers Transparency Unit 4 covers Interactive Documents Unit 5 covers Book, printing and preparation	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method.	
	Teaching materials	Green board, textbook & reference books, PPTs	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Adding graphics, vector and bitmap graphics, managing links to imported, graphics, updating graphics, clipping paths, settings for display performance, library to manage objects	4 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Importing and formatting a table, formatting borders and alternating row colors, graphics within tables, formatting text in table, character style to table text, adjust column size, Document grids, applying	6 days	-Do-

	color to path, pencil tool, pen tool, drawing curve and straight segments, compound path, slicing a path with scissor, adding end shape to open path, creating texture effects, inline graphics.		
Unit 3	Transparency setting, opacity of objects, blending modes, feathering, transparency settings for EPS images, drop shadow.	3 days	-Do-
Unit 4	Bookmarks, hyperlinks, navigation buttons, adding a movie, button with rollover and down states, adding an action to button, exporting to pdf.	4 days	-Do-
Unit 5	Defining a book, creating book file, order and pagination, table of content, maintaining consistency, synchronizing book document, updating table of content, indexing the book Preflight, package, separation preview, transparency preview, transparency flattener preview, printing proof.	4 days	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A 4th Semester
Subject: Photoshop-II (Theory)
Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Photoshop-II (Theory)	
	Details of the courses/ unit allotted	In this subject, there are three units in total. Unit 1 covers Photoshop Layers and Channels Unit 2 covers Photo enhancement and Color correction Unit 3 covers Text editing in Photoshop	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method.	
	Teaching materials	Green board, textbook & reference books, PPTs	
	Procedure (a detailed description on how the course/ lesson will be taught)		
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	About Layers-Fill and adjustment layers, The Layer Palette, Naming Layers, Creating Layers, Deleting Layers, Viewing Layers, Moving Layers, Layer Opacity, Locking Layers, Merging Layers, Layer modes and blending options, Image Composting, About Channels, Channel palette, Creating and viewing Channels, Modifying channels, Deleting channels, Alpha channels and masks.	6 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Changing Levels, Changing Curves, Color balance, Changing brightness and contrast, Changing Hue Saturation and Brightness, Changing grayscale image to a colored image, Histogram,	6 days	-Do-

	<p>Gradient map, Desaturate, Invert, Color replace, Selective color, Equalize, Threshold, Channel mixer, Posterize, Changing background using layer compositing.</p>		
Unit 3	<p>About the type layer, Creating vertical and horizontal types, Point and paragraph text creation, Using horizontal and vertical type mask tool, Using character palette for text editing, Choosing a font, Changing the type color, Choosing a type size, kerning and tracking, Using fractional character widths, specifying baseline shifts, applying underline and strikethrough, Text alignment and justification, Specifying anti-aliasing, Creating text wrap, Rasterizing type, Converting type to shapes, Adding effects to text.</p>	8 days	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A. 6th Semester
Subject: Adobe InDesign-II (Theory)
Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Adobe InDesign-II (Theory)	
	Details of the courses/ unit allotted	In this subject, there are five units in total. Unit 1 covers Importing and linking graphics Unit 2 covers Tables and vector graphics Unit 3 covers Transparency Unit 4 covers Interactive Documents Unit 5 covers Book, printing and preparation	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method.	
	Teaching materials	Green board, textbook & reference books, PPTs	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Adding graphics, vector and bitmap graphics, managing links to imported, graphics, updating graphics, clipping paths, settings for display performance, library to manage objects	4 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Importing and formatting a table, formatting borders and alternating row colors, graphics within tables, formatting text in table, character style to table text, adjust column size, Document grids, applying	6 days	-Do-

	color to path, pencil tool, pen tool, drawing curve and straight segments, compound path, slicing a path with scissor, adding end shape to open path, creating texture effects, inline graphics.		
Unit 3	Transparency setting, opacity of objects, blending modes, feathering, transparency settings for EPS images, drop shadow.	3 days	-Do-
Unit 4	Bookmarks, hyperlinks, navigation buttons, adding a movie, button with rollover and down states, adding an action to button, exporting to pdf.	4 days	-Do-
Unit 5	Defining a book, creating book file, order and pagination, table of content, maintaining consistency, synchronizing book document, updating table of content, indexing the book Preflight, package, separation preview, transparency preview, transparency flattener preview, printing proof.	4 days	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A. 6th Semester
Subject: Photoshop-II (Theory)
Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Photoshop-II (Theory)	
	Details of the courses/ unit allotted	In this subject, there are three units in total. Unit 1 covers Photoshop Layers and Channels Unit 2 covers Photo enhancement and Color correction Unit 3 covers Text editing in Photoshop	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method.	
	Teaching materials	Green board, textbook & reference books, PPTs	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	About Layers-Fill and adjustment layers, The Layer Palette, Naming Layers, Creating Layers, Deleting Layers, Viewing Layers, Moving Layers, Layer Opacity, Locking Layers, Merging Layers, Layer modes and blending options, Image Composting, About Channels, Channel palette, Creating and viewing Channels, Modifying channels, Deleting channels, Alpha channels and masks.	6 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Changing Levels, Changing Curves, Color balance, Changing brightness and contrast, Changing Hue Saturation and Brightness, Changing grayscale image to a colored image, Histogram,	6 days	-Do-

	<p>Gradient map, Desaturate, Invert, Color replace, Selective color, Equalize, Threshold, Channel mixer, Posterize, Changing background using layer compositing.</p>		
<p>Unit 3</p>	<p>About the type layer, Creating vertical and horizontal types, Point and paragraph text creation, Using horizontal and vertical type mask tool, Using character palette for text editing, Choosing a font, Changing the type color, Choosing a type size, kerning and tracking, Using fractional character widths, specifying baseline shifts, applying underline and strikethrough, Text alignment and justification, Specifying anti-aliasing, Creating text wrap, Rasterizing type, Converting type to shapes, Adding effects to text.</p>	<p>8 days</p>	<p>-Do-</p>



Women's College, Tinsukia
TEACHING PLAN
B.COM 4TH Semester
Subject: Computer Application in Business
Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Computer Application in Business	
	Details of the courses/ unit allotted	In this subject, there are five units in total. Unit 1 covers Word Processing Unit 2 covers Preparing Presentations Unit 3 covers Spreadsheet and its Business Applications Unit 4 covers Creating Business Spreadsheet Unit 5 covers Database Management System	
	Time/ no. of classes needed	40 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method & practical method.	
	Teaching materials	Green board, textbook & reference books, PPTs, computers	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Introduction to word processing, its concepts, working with word document, editing text, find and replace text, formatting, spell check, autocorrect, auto text, bullets and numbering, tabs, paragraph formatting, indent, page formatting, header and footer, tables, inserting, formatting table, inserting pictures and videos, mail merge, linking with database, printing documents.	8 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Basics of presentations, slides, fonts, drawing, editing, inserting, tables, images, texts, symbols, media, design, transition, animation and slideshow.	5 days	-Do-

Unit 3	Managing worksheets, formatting, entering data, editing and printing a worksheet, handling operators in formula, project involving multiple spreadsheets, organizing charts and graphs. functions-mathematical, statistical, financial, logical, date and time, lookup and reference, database and text functions.	8 days	-Do-
Unit 4	Creating spreadsheets in the area of: loan and lease statement, ratio analysis, payroll statements, capital budgeting, depreciation, accounting, graphical representation of data, frequency distribution and its statistical parameters, correlation and regression.	9days	-Do-
Unit 5	Creating initial design in entity relationship model, transforming ER model to relational data model, implementing RDM design using an appropriate DBMS. Basic queries in SQL, embedded queries in SQL, insert, delete and update statements in SQL. DBMS software: Environment, tables, forms, queries, reports, modules, applying DBMS in the area of accounting inventory, HRM and its accounting, managing the data records of employees, suppliers and customers.	10 days	-Do-

(REETU GANJOO)
Faculty, Department of Computer Science
Women's College, Tinsukia



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TEACHING PLAN

B.A 3rd Semester

Subject: Photoshop-I

Name of the teacher: Reetu Ganjoo

	Title of the paper allotted	Photoshop-I	
	Details of the courses/ unit allotted	In this subject, there are three units in total. Unit 1 covers Introduction Unit 2 covers Photoshop Tools and Transforms I Unit 3 covers Photoshop Tools and Transforms II	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Lecture method, discussion method, assignment method.	
	Teaching materials	Green board, textbook & reference books, PPTs	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	The Photoshop Interface, setting up a new Photoshop document, Saving a new document, The Default palettes, Working with Photoshop Palettes. Photoshop Toolbox and options bar, Using guides and rulers, Supported import in export image formats, Opening an image in Photoshop, Creating Images in Photoshop, Saving Images in Photoshop, Basic Image Editing, Changing Image Size, Cropping an Image, Changing color/bit depth, Optimizing Images using save for web, Working with Color in Photoshop	6 days	By applying lecture & discussion method each term will be taught. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Parts of the Toolbox,	7 days	-Do-

	<p>Toolbox shortcuts, Tools Options, Marquees, Magic wand Lassos, Move tool, Crop tool, Slice tools, Pencil, Paintbrush, Eraser tools, History brushes, Clone stamp-Pattern stamp, Healing brush, Retouch tool, Gradient, Paint bucket, Burn, Dodge Sponge, Blur-Sharpen-Smudge, Shapes-Line-rectangle-polygon-custom shapes, Path.</p>		
Unit 3	<p>Selection tool, Pen tool, Type tools, Notes tool-Audio annotation, eyedropper-Color sampler-Measure tool, Hand-zoom, Quick mask-Screen modes, Jump to Image Ready, Background and Foreground, Using Free transform, Move, Rotate, Scale, Skew, Distort, Perspective, Flip-vertical, horizontal, Invert Rotate 1800, Rotate 900 CW, Rotate 900 CCW.</p>	7 days	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A. 4th Semester
Subject: Adobe InDesign-II (Practical)
Name of the Teacher: Tapash K. Aich

Title of the paper allotted		Adobe InDesign-II (Practical)	
Details of the courses/ unit allotted		In this subject, there are seven units in total. Unit 1 covers Importing and linking graphics Unit 2 covers Tables Unit 3 covers Vector Graphics Unit 4 covers Transparency Unit 5 covers Interactive Documents Unit 6 covers Book Unit 7 covers Printing and preparation	
Time/ no. of classes needed		20 no. of classes are reqd. to complete the syllabus of this subject	
Methods to be applied		Lecture method, discussion method, assignment method.	
Teaching materials		Computers, Smart Board, Adobe InDesign software	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Importing and linking graphics	4 days	Using Adobe InDesign software each unit will be taught practically. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Tables	6 days	-Do-
Unit 3	Vector Graphics	3 days	-Do-
Unit 4	Transparency	4 days	-Do-
Unit 5	Interactive Documents	4 days	-Do-
Unit 6	Book	1 day	-Do-
Unit 7	Printing and preparation	1 day	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A. 4th Semester
Subject: Photoshop-II (Practical)
Name of the Teacher: Tapash K. Aich

Title of the paper allotted		Photoshop-II (Practical)	
Details of the courses/ unit allotted		In this subject, there are three units in total. Unit 1 covers Photoshop Layers and Channels Unit 2 covers Photo enhancement and Color correction Unit 3 covers Text editing in Photoshop	
Time/ no. of classes needed		20 no. of classes are reqd. to complete the syllabus of this subject	
Methods to be applied		Lecture method, discussion method, assignment method.	
Teaching materials		Computers, Smart Board, Adobe Photoshop software	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Photoshop Layers and Channels	6 days	Using Adobe Photoshop software each unit will be taught practically. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Photo enhancement and Color correction	6 days	-Do-
Unit 3	Text editing in Photoshop	8 days	-Do-



Women's College, Tinsukia
TEACHING PLAN
B.A. 6th Semester
Subject: Adobe InDesign-II (Practical)
Name of the Teacher: Tapash K. Aich

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Details of the courses/ unit allotted		In this subject, there are seven units in total. Unit 1 covers Importing and linking graphics Unit 2 covers Tables Unit 3 covers Vector Graphics Unit 4 covers Transparency Unit 5 covers Interactive Documents Unit 6 covers Book Unit 7 covers Printing and preparation	
Time/ no. of classes needed		20 no. of classes are reqd. to complete the syllabus of this subject	
Methods to be applied		Lecture method, discussion method, assignment method.	
Teaching materials		Computers, Smart Board, Adobe InDesign software	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Importing and linking graphics	4 days	Using Adobe InDesign software each unit will be taught practically. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Tables	6 days	-Do-
Unit 3	Vector Graphics	3 days	-Do-
Unit 4	Transparency	4 days	-Do-
Unit 5	Interactive Documents	4 days	-Do-
Unit 6	Book	1 day	-Do-
Unit 7	Printing and preparation	1 day	-Do-



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TEACHING PLAN
B.A. 6th Semester
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Details of the courses/ unit allotted		In this subject, there are three units in total. Unit 1 covers Photoshop Layers and Channels Unit 2 covers Photo enhancement and Color correction Unit 3 covers Text editing in Photoshop	
Time/ no. of classes needed		20 no. of classes are reqd. to complete the syllabus of this subject	
Methods to be applied		Lecture method, discussion method, assignment method.	
Teaching materials		Computers, Smart Board, Adobe Photoshop software	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Photoshop Layers and Channels	6 days	Using Adobe Photoshop software each unit will be taught practically. A class test will be conducted every week. At the completion of the unit, previous years' question papers will be discussed & solved. Remedial classes will also be taken, if necessary.
Unit 2	Photo enhancement and Color correction	6 days	-Do-
Unit 3	Text editing in Photoshop	8 days	-Do-