



**Women's College, Tinsukia**  
**TEACHING PLAN**  
**B.A. 3<sup>rd</sup> Semester**  
**Subject: Adobe InDesign-I**  
**Name of the Teacher: Tapash K. Aich**  
 Jul. - Dec. 2023

|  |  |   |  |
|--|--|---|--|
| <b>Title of the paper allotted</b>   |  | <b>Adobe InDesign-I</b>   |  |
| Details of the courses/ unit allotted  |  | In this subject, there are four units in total.<br>Unit 1 covers work Area and Documents<br>Unit 2 covers Frames<br>Unit 3 covers Text Editing<br>Unit 4 covers Working with colors |  |
| 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, PPTs.  |  |
| Procedure ( a detailed description on how the course/ lesson will be taught) |  |   |  |
| <b>UNIT</b>  | <b>TOPIC</b>   | <b>PERIOD<br/>REQUIRED</b>  | <b>DETAILED TEACHING<br/>PLAN</b>  |
| Unit 1   | Arranging palettes, customizing workspace, palette menus, navigation and magnification, layers, context menus, selecting objects, using help, Starting new documents and page size, master pages, footers, placeholder master, applying master and overriding master, editing master pages | 4 Hours/Class   | 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   | Modifying and resizing text frames, modifying and resizing graphic frames, wrapping graphics, creating and duplicating frames, rotating and aligning objects   | 4 Hours/Class   | -Do-   |
| Unit 3   | managing fonts, creating and entering text, creating headline, flowing text,   | 10 Hours/Class  | -Do-   |

|        |   |               |      |
|--------|---|---------------|------|
|        | working with styles, aligning text, threading text, changing number of columns, changing text alignment, character style, find and Replace and Spell check, text on a path, vertical spacing, baseline grid, space above and below paragraph, font and type style, paragraph alignment, special font features and drop cap, fill and stroke for text, kerning and tracking, working with tabs, rule for paragraph |               |      |
| Unit 4 | Adding color to swatch palette, applying color to objects, dash stroke, gradient, tint, spot color, apply color to text, apply color to object, creating and applying gradient swatch   | 5 Hours/Class | -Do- |

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Faculty, Department of Computer Science  
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**TEACHING PLAN**

**B.A. 3<sup>rd</sup> Semester**

**Subject: Photoshop-I**

**Name of the Teacher: Tapash K. Aich**

**Jul. - Dec. 2023**

| <b>Title of the paper allotted</b>   |   | <b>Photoshop-I</b>  |  |
|--|---|---|--|
| Details of the courses/ unit allotted  |   | In this subject, there are three units in total.<br>Unit 1 covers Introduction<br>Unit 2 covers Photoshop Tools and Transforms I<br>Unit 3 covers Photoshop Tools and Transforms II |  |
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| <b>UNIT</b>  | <b>TOPIC</b>  | <b>PERIOD REQUIRED</b>  | <b>DETAILED TEACHING PLAN</b>  |
| 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 | 6 Hours/Class   | 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. |

|        |  |               |      |
|--------|--|---------------|------|
|        | using save for web, Working with Color in Photoshop  |               |      |
| Unit 2 | Parts of the Toolbox, 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. | 7 Hours/Class | -Do- |
| Unit 3 | 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.     | 7 Hours/Class | -Do- |

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**Women's College, Tinsukia**  
**TEACHING PLAN**  
**B.A. 5<sup>th</sup> Semester**  
**Subject: Adobe InDesign-I**  
**Name of the Teacher: Tapash K. Aich**  
 Jul. - Dec. 2023

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**TEACHING PLAN**

**B.A. 5<sup>th</sup> Semester**

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