



Women's College, Tinsukia
TEACHING PLAN
B.A 3rd Semester
Subject: Adobe InDesign-I
Name of the teacher: Reetu Ganjoo
 Jul. - Dec. 2023

Title of the paper allotted		Adobe InDesign-I	
Details of the courses/ unit allotted		In this subject, there are four units in total. Unit 1 covers work Area and Documents Unit 2 covers Frames Unit 3 covers Text Editing 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		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	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 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	Modifying and resizing text frames, modifying and resizing graphic frames, wrapping graphics, creating and duplicating frames, rotating and aligning objects	4 days	-Do-
Unit 3	managing fonts, creating and entering text, creating headline, flowing text,	10 days	-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 days	-Do-

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



Women's College, Tinsukia

TEACHING PLAN

B.A 3rd Semester

Subject: Photoshop-I

Name of the teacher: Reetu Ganjoo

Jul. - Dec. 2023

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	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.

	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 days	-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 days	-Do-

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



Women's College, Tinsukia
TEACHING PLAN
B.A 5th Semester
Subject: Adobe InDesign-I
Name of the teacher: Reetu Ganjoo

Jul. - Dec. 2023

Title of the paper allotted		Adobe InDesign-I	
Details of the courses/ unit allotted		In this subject, there are four units in total. Unit 1 covers work Area and Documents Unit 2 covers Frames Unit 3 covers Text Editing 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		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	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 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	Modifying and resizing text frames, modifying and resizing graphic frames, wrapping graphics, creating and duplicating frames, rotating and aligning objects	4 days	-Do-
Unit 3	managing fonts, creating and entering text, creating headline, flowing text,	10 days	-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 days	-Do-

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



Women's College, Tinsukia

TEACHING PLAN

B.A 5th Semester

Subject: Photoshop-I

Name of the teacher: Reetu Ganjoo

Jul. - Dec. 2023

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	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.

	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 days	-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 days	-Do-

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



Women's College, Tinsukia
TEACHING PLAN
B.Com 1st Semester
Subject: Computerised Accounting Systems (101)
Name of the teacher: Reetu Ganjoo

Jul. - Dec. 2023

	Title of the paper allotted	Computerized Accounting Systems	
	Details of the courses/ unit allotted	This subject discuss the basics of computerized Accounts by using an accounting software	
	Time/ no. of classes needed	20 no. of classes are reqd. to complete the syllabus of this subject	
	Methods to be applied	Practical Classes	
	Teaching materials	Computers	
	Procedure (a detailed description on how the course/ lesson will be taught)		
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement Selecting and shutting a Company; Backup and Restore data of a Company	20 days	Practical classes will be conducted along with discussions on the topic.

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



Women's College, Tinsukia
TEACHING PLAN
B.Com 3rd Semester
Subject: E-Commerce (BCH 3.5)
Name of the teacher: Reetu Ganjoo
 Jul. - Dec. 2023

	Title of the paper allotted	E-Commerce	
	Details of the courses/ unit allotted	In this subject, there are six units in total. Unit 1 covers the basics of E-Commerce Unit 2 covers the security and encryption Unit 3 covers IT Act 2000 and cyber crimes Unit 4 covers E-payment system Unit 5 covers online business transactions Unit 6 covers website designing	
	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 classes.	
	Teaching materials	Green board, textbook & reference books, computers, PPTs	
Procedure (a detailed description on how the course/ lesson will be taught)			
UNIT	TOPIC	PERIOD REQUIRED	DETAILED TEACHING PLAN
Unit 1	Meaning, nature, concepts, advantages and disadvantages and reasons for transacting online, types of E-commerce, business models, dynamics of www and internet, designing, building and launching e-commerce website	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	Need and concepts, e-commerce security environment, security threats, encryption, security channels of communication, protecting networks and protecting servers and clients	8 days	-Do-

Unit 3	IT Act 2000-definitions, digital signatures, electronic governance, attribution, acknowledgement and dispatch of electronic records, regulation of certifying authorities, duties of subscribers, penalties and adjudication, appellate tribunal, offenses and cyber crimes	8 days	-Do-
Unit 4	Models and methods of e-payments, digital signatures, payment gateways, online banking, risks involved in e-payments	10 days	-Do-
Unit 5	Meaning, purpose, advantages and disadvantages of transacting online, e-commerce applications in various industries, online marketing, e-tailing, online shopping, online auction, online learning etc.	10 days	-Do-
Unit 6	Introduction to HTML, tags and attributes, text formatting, fonts, hypertext links, tables, images, lists, forms, frames, cascading style sheets	18 days(practical)	-Do-

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