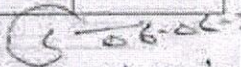


Part A Introduction		
Program: Under Graduate Degree Course	Level -B.A. Illrd year	Session: 2023-24
Course Code	V3-PSY-DEVT	
Course Title	Personality Development	
Course Type	Vocational	
Pre-requisite (if any)	Diploma Course	
Course Learning outcomes (CLO)	<p>After completion of course, students will be able to</p> <ol style="list-style-type: none"> <li>1. Students will acquire the knowledge of different skills of personality development.</li> <li>2. Students will gain insight about the Importance of attitude in personality development.</li> <li>3. Students will be capable of assessing the personality.</li> <li>4. Students will be able to develop the ability for use of projective tests and personality inventories.</li> <li>5. Students will be aware about the psychological tests and their use in personality evaluation.</li> </ol>	
Expected Job Role / career opportunities		
Credit Value	2 (Theory) + 2 (Practical) = 04	
Part B- Content of the Course		
Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)		
Total No. of Lectures/ Practical: L-30 /P-30 (60 Hrs)		
Module	Topics	No. of lectures (Total 30)
I	<p><b>Attitude and Personality Development:-</b></p> <p>Meaning of attitude, role of attitude in Personality Development, positive and Negative attitude, advantages and disadvantages of attitude, ways to develop positive attitude, difference between personalities having positive and negative attitude.</p>	10
II	<p><b>Skills of Personality Development:-</b></p> <p>Concept and needs of personality development skills, types of personality development- Rapport development skills, skills for successful interview, thinking and problem solving skills, skills of social media management and personality enhancement skills.</p>	10

  
 Prof. N.K. Nagai



III	<b>Personality Assessment:-</b> Purpose of personality assessment, Methods of personality assessment- observation method, Interview method, Types of Psychological tests for personality assessment- personality Inventories and Projective tests.	10
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Practical		No. of lectures
1.	Report on ways to develop positive attitude.	30
2.	Report the strategies of problem solving.	(02 Hours each)
3.	Report on Social Media Management.	
4.	Write up the ways of personality Grooming.	
5.	Personality Evaluation through Projective tests.	

**Project/ Field trip:**

1. Interview of a person having positive attitude.
2. Attitude survey report on any current social issue.

**Part C-Learning Resources**

**Text Books, Reference Books, Other resources**

**Suggested Readings:-**

1. Andrews, Sudhir (1988) How to Succeed at Interviews. 21th (rep.) Tata McGraw- Hill, New Delhi.
2. Covey Stephen (1989). The 7 Habits of Highly Effective People NY: Free Press
3. Hindle. Him (2003) Reducing Tress. Essential Manager Series D K Publishing.
4. Lucas. Stephen (2001) Art of Public Speaking. Tata- Mc-Graw Hill, New Delhi.
5. मॉडर्न स्टेप व्यक्तित्व विकास: आनंद पेपरबैक्स
6. Pctes S J Francis (2011) Soft Skills and Professional Communication Tata McGraw- Hill Education New Delhi.
7. शर्मा पी.के. (2014) "व्यक्तित्व विकास" आनंद पेपरबैक्स
8. Smith, B (2004) Body Language. Roha Book Company, New Delhi.
9. अस्थाना एम. एवं वर्मा के (1999) व्यक्तित्व मनोविज्ञान मोतीलाल बनारसी दास-नई दिल्ली

**Suggested digital platforms web links:-**

<https://egyankosh.ac.in/handle/123456789/23181>

(5-25-23)  
Prof. N.K. Nagairch



भाग अ- परिचय		
कार्यक्रम: स्नातक उपाधि पाठ्यक्रम	स्तर: बी.ए. तृतीय वर्ष	सत्र:2023-24
पाठ्यक्रम का कोड	V3-PSY-DET	
पाठ्यक्रम का शीर्षक	व्यक्तित्व विकास	
पाठ्यक्रम का प्रकार:	व्यावसायिक	
पूर्वापेक्षा (Prerequisite) (यदि कोई हो)	डिप्लोमा कोर्स	
पाठ्यक्रम अध्ययन की परिणतिविधियां (कोर्स लर्निंग आउटकम) (CLO)	<p><b>पाठ्यक्रम पूर्ण करने पर विद्यार्थी सक्षम होंगे</b></p> <ol style="list-style-type: none"> <li>1. विद्यार्थी व्यक्तित्व विकास विषयक विभिन्न कौशलों का ज्ञान अर्जित करेंगे।</li> <li>2. विद्यार्थी व्यक्तित्व विकास में अभिवृत्ति के महत्व विषयक अन्तर्दृष्टि विकसित करेंगे।</li> <li>3. विद्यार्थी व्यक्तित्व मूल्यांकन करने में सक्षम होंगे।</li> <li>4. विद्यार्थी प्रक्षेपी परीक्षणों और व्यक्तित्व अनुसूचियों को प्रस्तुत करने की योग्यता विकसित करने के योग्य होंगे।</li> <li>5. विद्यार्थी व्यक्तित्व मूल्यांकन में मनोवैज्ञानिक परीक्षणों के उपयोग से अवगत होंगे।</li> </ol>	
अपेक्षित रोजगार / करियर के अवसर		
क्रेडिटमान	2 (Theory) + 2 (Practical) = 04	
भाग ब- पाठ्यक्रम की विषयवस्तु		
व्याख्यानों की कुलसंख्या + प्रैक्टिकल (प्रति सप्ताह घंटोंमें): L-1 Hr / P-1 Lab Hr (=2 Hrs)		
Total No. of Lectures/ Practical: L-30 /P-30 (60 Hrs)		
Module	Topics	No. of lectures (Total 30)
I	<p><b>अभिवृत्ति एवं व्यक्तित्व विकास:-</b></p> <p>अभिवृत्ति का अर्थ, व्यक्तित्व विकास में अभिवृत्ति की भूमिका, धनात्मक एवं निषेधात्मक अभिवृत्ति, अभिवृत्ति के गुण एवं दोष, धनात्मक अभिवृत्ति विकसित करने के उपाय, धनात्मक एवं निषेधात्मक अभिवृत्ति रखने वाले व्यक्तित्वों के बीच अंतर।</p>	10

5-06-23  
Prof. N. K. Nagarkar



II	<b>व्यक्तित्व विकास के कौशल:-</b> व्यक्तित्व विकास कौशल का प्रत्यय एवं इसकी आवश्यकता, व्यक्तित्व विकास कौशलों के प्रकार:- सामंजस्य विकास कौशल, सफल साक्षात्कार के कौशल, चिन्तन एवं समस्या समाधान कौशल, सोशल मीडिया प्रबंधन के कौशल एवं व्यक्तित्व उन्नयन कौशल।	10
III	<b>व्यक्तित्व मूल्यांकन:-</b> व्यक्तित्व मूल्यांकन का उद्देश्य, व्यक्तित्व मूल्यांकन की विधियाँ- प्रेक्षण विधि, साक्षात्कार विधि, व्यक्तित्व मूल्यांकन हेतु मनोवैज्ञानिक परीक्षणों के प्रकार:- व्यक्तित्व अनुसूचियाँ एवं प्रक्षेपी परीक्षण।	10

	प्रेक्टिकल	No. of lectures
1	धनात्मक अभिवृत्ति विकसित करने के उपायों पर प्रतिवेदन।	30
2	समस्या समाधान तकनीकों पर प्रतिवेदन।	(02 घंटे प्रत्येक)
3	सोशल मीडिया प्रबंधन पर प्रतिवेदन।	
4	व्यक्तित्व को आकर्षक बनाने (सँवारने) के तरीकों पर लेख।	
5	प्रक्षेपी परीक्षणों द्वारा व्यक्तित्व मूल्यांकन।	

**Project/ Field trip:**

1. धनात्मक अभिवृत्ति रखने वाले व्यक्ति का साक्षात्कार।
2. किसी भी तात्कालिक मुद्दे पर अभिवृत्ति सर्वेक्षण प्रतिवेदन।

भाग स- अनुशंसित अध्ययन संसाधन

**अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/ पाठ्यसामग्री:**

1. Andrews. Sudhir (1988) How to Succeed at Interviews. 21th (rep.) Tata McGraw- Hill, New Delhi.
2. Covey Stephen (1989). The 7 Habits of Highly Effective People NY: Free Press.
3. Hindle. Him (2003) Reducing Tress. Essential Manager Series D K Publishing.
4. Lucas. Stephen (2001) Art of Public Speaking. Tata- Mc-Graw Hill. New Delhi.
5. मार्टिन स्टेए व्यक्तित्व विकास. आनंद पेपरबैक्स
6. Pctes S J Francis (2011) Soft Skills and Professional Communication Tata McGraw- Hill Education New Delhi.
7. शर्मा पी.के. (2014) "व्यक्तित्व विकास" आनंद पेपरबैक्स
8. Smith. B (2004) Body Language. Roha Book Company, New Delhi.
9. अस्थाना एम. एवं वर्मा के (1999) व्यक्तित्व मनोविज्ञान मोतीलाल बनारसी दास नई दिल्ली

अनुशंसित डिजिटल प्लेटफॉर्म वेबलिक/ ई पाठ्य :

<https://egyankosh.ac.in/handle/123456789/23181>

(26-06-22)  
Prof. N.K. Hegde



<b>Part A Introduction</b>		
<b>Program:</b> Under Graduate Degree Course	<b>Level –</b> IIIrd Year	<b>Session:</b> 2023-24
<b>Course Code</b>	<b>V3-COM-E1MT</b>	
<b>Course Title</b>	<b>Import Export Finance Procedure</b>	
<b>Course Type</b>	<b>Vocational</b>	
<b>Pre-requisite (if any)</b>	<b>Diploma course</b>	
<b>Course Learning outcomes (CLO)</b>	<b>After completion of course, students will be able to</b> <ul style="list-style-type: none"> <li>● Understand updates information of RBI guidelines for foreign trade</li> <li>● Equip students with institutional financing system in foreign trade</li> <li>● Understand Pre-shipment finance documents and procedures</li> <li>● Understand Post-shipment finance documents and procedures</li> <li>● Understand Export incentives</li> <li>● Understand Payments system in foreign trade</li> </ul>	
<b>Expected Job Role / career opportunities</b>	Import/Export Finance Expert, Consultant of foreign trade, Merchant Banker, Import Specialist, International Trade Finance Manager, Supply Chain Manager	
<b>Credit Value</b>	<b>2 (Theory) + 2 (Practical) = 04</b>	
<b>Part B- Content of the Course</b>		
Total No. of Lectures + Practical (in hours per week): <b>L-1 Hr / P-1 Lab Hr (2 Hrs)</b>		
Total No. of Lectures/ Practical: <b>L-30 /P-30 (60 Hrs)</b>		
Module	Topics	No. of lectures (Total 30)
I	<b>Import Export Finance-</b> Import/Export credit, Financing foreign receivables advances against collection, discounting trade acceptance, Institutional support for export/import finance in India – RBI guideline, international chamber of commerce, stages of export/import finance, new schemes for export finance, foreign exchange guideline by RBI.	10
II	<b>Pre and Post shipment Export Credit-</b> Introduction, need of export finance, Financing facilities, Pre shipment finance for exporters, Pre shipment credit in foreign currency (PCFC).  Need for post shipment export finance, Mechanism of dispersal post shipment finance, gold card schemes for exporters, Interest equalization schemes.	10
III	<b>Payment terms and Procedure-</b> Introduction, advance payment,	



documents against payment, document against acceptance, letter of credit, Understanding the risk matrix in payment mode, factors affecting the choice of payment mode, modes of payment, methods of funds transfer.	10
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Practical		No. of lectures
1.	Proposal of Export Credit	30
2.	Flow Chart of RBI guidelines	(02
3.	Identification of Foreign Exchange Dealing Process in India	Hours
4.	Listing of Foreign Exchange Dealing institution in India	each)
5.	Proposal for Pre-Shipment Finance	
6.	Listing of Commercial Bank Dealing Foreign Exchange in India	
7.	EXIM Bank Working Mechanism	
8.	Preparation of Letter of Credit	
9.	Listing of Export Incentives	
10.	Listing of Pre-Shipment Finance Documents	
11.	Listing of Post-Shipment Finance Documents	
12.	Calculation of Risk matrix in Payment Mode	

**Project/ Field trip:**

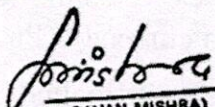
### Part C-Learning Resources

#### Text Books, Reference Books, Other resources

1. Export Import Procedure and Documentation by Madhurima Lall, Sultan Ahmad: S.Chand and Sons New Delhi
2. Export and Import Management by Ram Singh: SAGE
3. Foreign trade and Export-Import policy of India by Madhusudana: H.S. New Century Publications
4. Export Import Procedures by C Rama Gopal: New Age International Publishers
5. IGNOU e-gyaankosh E-Library

**Suggested equivalent online courses: e-reading:**

1. [https://legacy.trade.gov/guide\\_to\\_exporting.pdf](https://legacy.trade.gov/guide_to_exporting.pdf)
2. <https://msme.gov.in>
3. <https://www.cbic.gov.in>
4. <https://www.unionbankofindia.co.in>
5. <https://dde.pondiuni.edu.in>



(PROF.PAVAN MISHRA)  
CHAIRMAN

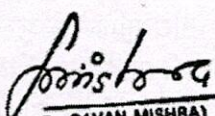
Central Board of Studies (Commerce)  
Department of Higher Education Govt. of M.P.



भाग अ - परिचय		
कार्यक्रम: अंडरग्रेजुएटडिग्रीकोर्स	स्तर- तृतीयवर्ष	सत्र: 2023-24
पाठ्यक्रमकाकोड	V3- COM-E1MT	
पाठ्यक्रमकाशीर्षक	आयात-निर्यातवित्तप्रक्रिया	
पाठ्यक्रमकाप्रकार:	व्यावसायिक	
पूर्वापेक्षा (Prerequisite)	नहीं	
पाठ्यक्रमअध्ययनकीपरिलब्धियां	<p>कोर्सपूराहोनेकेबाद, छात्रनिम्नमेंसक्षमहोंगे:</p> <ul style="list-style-type: none"> <li>• विदेशीव्यापारकेलिएभारतीयरिजर्वबैंककेदिशानिर्देशोंकीअद्यतनजानकारी</li> <li>• विदेशव्यापारमेंछात्रोंकोसंस्थागतवित्तपोषणप्रणालीकी समझ का विकास</li> <li>• प्री-शिपमेंटवित्तदस्तावेजोंऔरप्रक्रियाओंकी समझ का विकास</li> <li>• पोस्ट-शिपमेंटवित्तदस्तावेजोंऔरप्रक्रियाओंकी समझ का विकास</li> <li>• निर्यातप्रोत्साहनोंकी समझ का विकास</li> <li>• विदेशीव्यापारमेंभुगतानप्रणालीकी समझ का विकास</li> </ul>	
अपेक्षितरोजगार करियरकेअवसर	/	आयात/निर्यात वित्त विशेषज्ञ, विदेश व्यापार सलाहकार, मर्चेन्ट बैंकर, आयात विशेषज्ञ, अंतर्राष्ट्रीय व्यापार वित्त प्रबंधक, आपूर्ति श्रृंखला प्रबंधक
क्रेडिटमान	2 (Theory) + 2 (Practical) = 4	
भाग ब- पाठ्यक्रमकीविषयवस्तु		
व्याख्यानोंकीकुलसंख्या + प्रैक्टिकल (प्रतिसप्ताहघंटोंमें): व्याख्यान -2 घंटे / प्रैक्टिकल अवधि -2 घंटे		
व्याख्यान/प्रैक्टिकलकीकुलसंख्या: L-30hrs/P-30hrs		
मॉड्यूल	विषय	घंटे
I	आयातनिर्यातवित्त- आयात/निर्यातऋण, संग्रहणकेविरुद्धविदेशीप्राप्तियोंकावित्तपोषण, व्यापारिकस्वीकृतिमेंकटौती, भारतमेंनिर्यात/आयातवित्तकेलिएसंस्थागतसहायता- आर.बी.आईके दिशानिर्देश, अंतर्राष्ट्रीयवाणिज्यमंडल, निर्यात/आयातवित्तकेचरण, निर्यातवित्तकेलिएनईयोजनाएँ, आर.बी.आईद्वाराविदेशीमुद्रासंबंधी दिशानिर्देश	10
II	प्रीऔरपोस्टशिपमेंटएक्सपोर्टक्रेडिट- परिचय, एक्सपोर्टफाइनेंसकीआवश्यकता, फाइनेंसिंगसुविधाएं, निर्यातककेलिएप्रीशिपमेंटफाइनेंस, विदेशी मुद्रामेंप्रीशिपमेंटक्रेडिट (PCFC) शिपमेंटकेपश्चात निर्यातवित्तकीआवश्यकता, पोस्ट शिपमेंट केपश्चातवित्तप्राप्ति की प्रक्रिया, निर्यातकोंकेलिएगोल्डकार्डयोजनाएँ, ब्याजसमानता योजनाएँ	10
III	भुगतान की शर्तें और प्रक्रिया- परिचय, अग्रिम भुगतान, भुगतान के लिए दस्तावेज, स्वीकृति के लिए दस्तावेज, साख पत्र, भुगतान में जोखिम मैट्रिक्स को समझना, भुगतान की पसंद को प्रभावित करने वाले कारक, भुगतान के तरीके, वित्त हस्तांतरण के तरीके।	10
प्रायोगिकपाठ्यक्रम		घंटे



1.	निर्यातऋणकाप्रस्ताव	30
2.	आर.बी.आईकेदिशा-निर्देशोंकाफलोचार्त	(02
3.	भारतमेंविदेशीमुद्रालेनदेनप्रक्रियाकीपहचान	घंटेप्रत्ये
4.	भारतमेंविदेशीमुद्रालेनदेनसंस्थानकीसूची	क)
5.	प्री-शिपमेंटफाइनेंसकेलिएप्रस्ताव	
6.	भारतमेंविदेशीमुद्रालेनदेनकरनेवालेवाणिज्यिकबैंकों कीसूची	
7.	एक्जिमबैंककार्यतंत्र	
8.	साखपत्रतैयारकरना	
9.	निर्यातप्रोत्साहनकीसूची	
10.	प्री-शिपमेंटवित्तदस्तावेजोंकीसूची	
11.	पोस्ट-शिपमेंटवित्तदस्तावेजोंकीसूची	
12.	भुगतानमेंजोखिममैट्रिक्सकीगणना प्रोजेक्ट/फील्ड ट्रिप	
<b>भाग स- अनुशासितअध्ययनसंसाधन</b>		
<ol style="list-style-type: none"> <li>1. Export Import Procedure and Documentation by Madhurima Lall, Sultan Ahmad: S.Chand and Sons New Delhi</li> <li>2. Export and Import Management by Ram Singh: SAGE</li> <li>3. Foreign trade and Export-Import policy of India by Madhusudana: H.S. New Century Publications</li> <li>4. Export Import Procedures by C Rama Gopal: New Age International Publishers</li> <li>5. IGNOU e-gyaankosh E-Library</li> </ol>		
<p>अनुशासितडिजिटलप्लेटफॉर्मविविबलिक</p> <ol style="list-style-type: none"> <li>1. <a href="https://legacy.trade.gov/guide_to_exporting.pdf">https://legacy.trade.gov/guide_to_exporting.pdf</a></li> <li>2. <a href="https://msme.gov.in">https://msme.gov.in</a></li> <li>3. <a href="https://www.cbic.gov.in">https://www.cbic.gov.in</a></li> <li>4. <a href="https://www.unionbankofindia.co.in">https://www.unionbankofindia.co.in</a></li> <li>5. <a href="https://dde.pondiuni.edu.in">https://dde.pondiuni.edu.in</a></li> </ol>		



(PROF. PAVAN MISHRA)  
CHAIRMAN

Central Board of Studies (Commerce)  
Department of Higher Education Govt. of M.P.



<b>Part A Introduction</b>		
<b>Program:</b> Degree	<b>Class –</b> IIIrd Year	<b>Session: 2023-24</b>
<b>Course Code</b>		
<b>Course Title</b>	<b>Desktop Publishing with Photoshop</b>	
<b>Course Type</b>	<b>Vocational</b>	
<b>Pre-requisite (if any)</b>	<b>Desktop Publishing in diploma (II year)</b>	
<b>Course Learning outcomes (CLO)</b>	<p><b>After completion of course, students will be able to</b></p> <ul style="list-style-type: none"> <li>• Gain in depth knowledge of Photoshop and its practical Applications.</li> <li>• Apply various concepts of Photoshop for Desktop publishing and gain knowledge of various types of images formats .</li> <li>• Gain deep insights of applicability of various types of tools available in Photoshop</li> <li>• Understand about Layers, Styles , Filters and Printing in Photoshop</li> <li>• Build Flyers , Posters , graphic design , web design and images using Photoshop.</li> </ul>	
<b>Expected Job Role / career opportunities</b>	<ul style="list-style-type: none"> <li>• Graphic designer</li> <li>• Multimedia Editor</li> <li>• Logo Designer</li> <li>• Office Assistant</li> <li>• Desktop Publishing Operator</li> </ul>	
<b>Credit Value</b>	<b>2 (Theory) + 2 (Practical) = 04</b>	
<b>Part B- Content of the Course</b>		
Total No. of Lectures + Practical (in hours per week): <b>L-1 Hr / P-1 Lab Hr (=2 Hrs)</b>		
Total No. of Lectures/ Practical: <b>L-30 /P-30 (60 Hrs)</b>		
<b>Module</b>	<b>Topics</b>	<b>No. of lectures (Total 30)</b>
I	Basics of Photoshop : Introduction ,Selecting a Workspace, Managing Palettes, Changing the Position of a Palette Group, Working with Keyboard Shortcuts and Menu Settings, Working with Images :Types of Image Formats, Bitmap and Vector Images, Understanding the Image Resolution, About the Pixel Logic, Understanding the Image Size, Editing Images, Rotating an Image, Cropping an Image, Hiding Instead of Cropping, Working with Canvas Size, Duplicating an Image, Color Mode, RGB Mode, CMYK, Gray scale Mode, HSB Mode, Lab Mode, Changing Modes, Making Color Adjustments Levels, Curves,	<b>5</b>

  
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	Brightness/Contrast, Hue/Saturation, Variations, and File Formats.	
II	Creating and Transforming the selections :Using Selections Tools, The Marquee Tools, Lasso Tools, Magic Wand Tool, Making Color Range Selections, Modifying a Selection, Adding and Subtracting Selection, Expand and Contract Commands, Grow and Similar Commands ,Refine Edges, Inverse, Transforming a Selection, Scale, Rotate, Distort, Skew, Perspective, and Warp, Saving and Loading Selection	5
III	Drawing Painting and Retouching Tools : Setting the Current Foreground and Background Colors, Color Picker Dialog Box ,Eyedropper Tool, Color Palette, Swatches Palette, Drawing Tools Using the Rectangle Tool, Using the Custom Shape Tool, Pen Tool, Painting Tools, Gradient Tool, Paint Bucket Tool, Brush Tool, Pencil Tool, The Color Replacement Tool, Retouching Tools, Spot Healing Brush Tool, Healing Brush Tool, Patch Tool, Clone Stamp Tool, Pattern Stamp Tool, Eraser Tool, Background Eraser Tool The Magic Eraser Tool, Blur Tool, Sharpen Tool, Smudge Tool, Dodge Tool, Bum Tool, Sponge Tool.	10
IV	Layers, Styles , Filters and Printing in Photoshop : About the Layers Palette, Working with Layers, Creating a New Layer Using the Layer via Cut Command, Creating a New Layer Using the Layer via Copy Command, Changing Stack Order of Layer, Merging Layers, Flattening Images, Moving Layers between Images, Linking and Unlinking Layers, Working with Adjustment Layers, Applying Blend Modes, Masking Layers, Layer Masking, Vector Masking, Type Masking, Shape Masking Using the Layer Style Dialog Box, About Filters, About Smart Objects and Filters, Creating a Smart Object, Editing Smart Object, The Filter Gallery, Applying the Extract Filter, Applying the Liquefy Filter, Applying the Vanishing Point Filter, Applying the Artistic Filters, Applying the Blur Filters, Applying the Brush Stroke Filters, Applying the Distort Filters, Applying the Noise Filters, Applying the Pixilated Filters, Applying the Render, Filters  Printing in Photoshop: The Paths to Illustrator Command, Printing in Photoshop, Page Setup, Various Print Commands in Photoshop.	10

	Practical	No. of lectures
1.	Edit, rotate , crop images using Photoshop.	30  (02 Hours each)
2.	Use color modes in Photoshop.	
3.	Making Color Adjustments Levels in Photoshop.	
4.	Use Print Commands in Photoshop	
5.	Use Page set up for printing in Photoshop.	
6.	Create advertisement and wallpapers using Photoshop	
7.	Design animations and create web galleries.	
8.	Apply various selection tools for selections on image	
9.	Use different tools to select a color range , make your selections more/less precise and the movements to vertical/horizontal	
10.	Make a gradiation of colors , foreground color and background color.	
11.	Create New Layer in Photoshop	
12.	Use Layer Options Menu in Photoshop.	
13.	Apply different layer styles.	
14	Use filter gallery and apply different filters.	
15.	Apply Retouching Tools in Photoshop.	
16	Customize shape and use Transform, Scale, Rotate, Distort, Skew.	
17	Auto Blend Layers, Auto Align layers, RGB or grayscale images	

  
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18.	Use various drawing painting tools.	
19	Design brochures in Photoshop	
20	Build logos in Photoshop	

**Project/ Field trip:**

### Part C-Learning Resources

#### Text Books, Reference Books, Other resources

1. Adobe Photoshop CC Classroom in a Book by Faulkner Andrew and Chavez Conrad
2. Adobe Photoshop CS6 Bible by Brad Dayley and Lisa Danae Dayley
3. Photoshop CS6 Training Guide by Saish Jain
4. Beginner's Guide to Digital Painting in Photoshop by Nykolai Aleksander and Richard
5. Tilbury
6. Adobe Photoshop develop by Staff of Adobe
7. Adobe Photoshop CS2 Classroom in a Book(2020), Adobe Press

#### **Suggested equivalent online courses: e-reading:**

1. <https://www.youtube.com/watch?v=Q3Wa09eZW3w>
2. <https://www.youtube.com/watch?v=qvQie2QP5Vg>
3. [https://www.youtube.com/watch?v=3Y8YSO1AcHQ&list=PLx-FwYYzUNCUQrjW6cOZCDdXj\\_Ys90Fay](https://www.youtube.com/watch?v=3Y8YSO1AcHQ&list=PLx-FwYYzUNCUQrjW6cOZCDdXj_Ys90Fay)
4. [https://www.youtube.com/watch?v=IyR\\_uYsRdPs](https://www.youtube.com/watch?v=IyR_uYsRdPs)
5. <https://www.skillshare.com/en/browse/adobe-photoshop>
6. <https://www.youtube.com/watch?v=ZbvLJ5XtPpA>

  
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