

LESSON PLAN (Jan to May 2025)

Name of Teacher – Sharvan Kumar
Class – BA (Section-B) 2nd Sem
Session: - 2024-2025 (Even Sem.)

Subject/Course – SEC
Paper Code – B23-SEC-103
Paper Title– Basic IT Tools

Weeks With Months	Contents
JAN 13-18	Introduction Computer, Evolution of Computer, software and hardware.
JAN 19- 24	Classification of Computer, Size and Technology, Applications of Computer. Components of Computer, Input, Processing Unit, Input Devices,
JAN 27- 1 FEB	Basic properties of desktop, Basic properties of files. Output Devices detailed explanation,
FEB 03-08	Computer Memory and Computer Storage Devices, Introduction to Application in Mobiles
FEB 10-15	Operating System, Operating system functions
FEB 17-22	Revision of topics covered till now (practical)
FEB 24- 01 MARCH	Operating System for Desktop and Mobile and Tablet, Control Panel.
MARCH 03-08	Add or Remove Program Feature, File and Folder Management.
MARCH 10-13	Revision of topics covered till now (theory/ practical)
MARCH 17-22	Basic of Computer Networks, LAN, MAN, WAN. Computer Network Topology.
MARCH 24- 29	Introduction to Internet, Its types, Internet and its applications.
MARCH 31-05 APRIL	URL, IP Address, web browsing software. Search Engine.
APRIL 7-12	Revision of topics covered till now (theory/ practical)
APRIL 14-19	Introduction to E-Mail, Mailbox, how to create and open. How to Read and Write the Email. Searching and attaching file an email via computer and mobile.
APRIL 21-26	Introduction to Blogs and Digital Locker, how to create and save the document in Digital Locker.
APRIL 28-03 MAY	Introduction to Social Networking sites, how to safe and secure use this sites.
MAY 05-10	Revision of topics covered till now (theory/ practical)
MAY 12 -14	Revision of topics covered till now (theory/ practical)

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