

LESSON PLAN (Jul to Dec 2025)

Name of Teacher – Sharvan Kumar
Class – BA/BSc/BCom 1st Sem
Session: - 2025-2026 (ODD Sem.)

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

Weeks With Months	Contents
Week 1	Introduction Computer, Evolution of Computer, software and hardware.
Week 2	Classification of Computer, Size and Technology, Applications of Computer. Components of Computer, Input, Processing Unit, Input Devices,
Week 3	Basic properties of desktop, Basic properties of files. Output Devices detailed explanation,
Week 4	Computer Memory and Computer Storage Devices, Introduction to Application in Mobiles
Week 5	Operating System, Operating system functions
Week 6	Revision of topics covered till now (practical)
Week 7	Operating System for Desktop and Mobile and Tablet, Control Panel.
Week 8	Add or Remove Program Feature, File and Folder Management.
Week 9	Revision of topics covered till now (theory/ practical)
Week 10	Basic of Computer Networks, LAN, MAN, WAN. Computer Network Topology.
Week 11	Introduction to Internet, Its types, Internet and its applications. URL, IP Address, web browsing software. Search Engine.
Week 12	. Revision of topics covered till now (theory/ practical)
Week 13	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.
Week 14	Introduction to Blogs and Digital Locker, how to create and save the document in Digital Locker.
Week 15	Introduction to Social Networking sites, how to safe and secure use this sites.
Week 16	Revision of topics covered till now (theory/ practical)
Week 17	Revision of topics covered till now (theory/ practical)

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