

TENTATIVE LESSON PLAN (ODD SEMESTER)

SESSION: 2026-27

Name of the Teacher: Sharvan Kumar
Subject/Course: B23-SEC-103 Basic IT Tools
Semester & Section: 1st Year, A

Department: Computer Science
Programme: SEC
Session: 2026-27

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to Computer: Computer and Latest IT gadgets; Evolution of Computers & its applications; Basics of Hardware and Software; Application Software; Systems Software; Utility Software; Central Processing Unit; Input devices; Output devices; Computer Memory & storage; Mobile Apps. Practical activities: identification and demonstration of computer components, hardware/software, storage devices and mobile applications.	AUGUST 2026 01.08.2026 – 31.08.2026
2.	Introduction to Operating System; Functions of the operating system; Operating Systems for Desktop and Laptop; Operating Systems for Mobile Phone and Tablets; User Interface for Desktop and Laptop; Task Bar; Icons & shortcuts; Running an Application; Operating System File Setting; Changing System Date and Time; Changing Display Properties; To add or Remove Program and Features; Adding, Removing & Sharing Printers; File and Folder Management. Practical activities: OS navigation, file/folder management, shortcuts, settings, application and printer management.	SEPTEMBER 2026 01.09.2026 – 30.09.2026
3.	Introduction to Internet and World Wide Web; Basic of Computer Networks; Local Area Network (LAN); Wide Area Network (WAN); Network Topology; Internet; Applications of Internet; Website Address and URL; Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.); Popular Search Engines; Searching on the Internet. Practical activities: browser navigation, URL identification, network concepts, search techniques and safe/effective Internet use.	OCTOBER 2026 01.10.2026 – 31.10.2026
4.	E-mail: Using E-mails; Opening Email account; Mailbox—Inbox and Outbox; Creating and Sending a new E-mail; replying to an E-mail message; forwarding an E-mail message; searching emails; Attaching files with email; Email Signature; Social Networking: Facebook, Twitter, LinkedIn, Instagram; Instant Messaging (WhatsApp, Facebook Messenger, Telegram); Introduction to Blogs; Digital Locker. Practical activities: create/use an e-mail account, compose/reply/forward/search messages, attachments and signatures; introduction to social networking, instant messaging, blogs and Digital Locker.	NOVEMBER–DECEMBER 2026 01.11.2026 – 31.12.2026


(Sharvan Kumar)

TENTATIVE LESSON PLAN (ODD SEMESTER)

SESSION: 2026-27

Name of the Teacher: Seema Rani
Subject/Course: B23-SEC-103 Basic IT Tools
Semester & Section: 1st, B

Department: Computer Science
Programme: SEC
Session: 2026-27

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to Computer: Computer and Latest IT gadgets; Evolution of Computers & its applications; Basics of Hardware and Software; Application Software; Systems Software; Utility Software; Central Processing Unit; Input devices; Output devices; Computer Memory & storage; Mobile Apps. Practical: identification and demonstration of computer components, hardware/software, storage devices and mobile applications.	AUGUST 2026 01.08.2026 – 31.08.2026
2.	Introduction to Operating System; Functions of the operating system; Operating Systems for Desktop and Laptop; Operating Systems for Mobile Phone and Tablets; User Interface for Desktop and Laptop; Task Bar; Icons & shortcuts; Running an Application; Operating System File Setting; Changing System Date and Time; Changing Display Properties; To add or Remove Program and Features; Adding, Removing & Sharing Printers; File and Folder Management. Practical: OS navigation, file/folder management, shortcuts, settings, application and printer management.	SEPTEMBER 2026 01.09.2026 – 30.09.2026
3.	Introduction to Internet and World Wide Web; Basic of Computer Networks; Local Area Network (LAN); Wide Area Network (WAN); Network Topology; Internet; Applications of Internet; Website Address and URL; Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.); Popular Search Engines; Searching on the Internet. Practical: browser navigation, URL identification, network concepts, search techniques and safe/effective Internet use.	OCTOBER 2026 01.10.2026 – 31.10.2026
4.	E-mail: Using E-mails; Opening Email account; Mailbox—Inbox and Outbox; Creating and Sending a new E-mail; replying to an E-mail message; forwarding an E-mail message; searching emails; Attaching files with email; Email Signature; Social Networking: Facebook, Twitter, LinkedIn, Instagram; Instant Messaging (WhatsApp, Facebook Messenger, Telegram); Introduction to Blogs; Digital Locker. Practical: create/use an e-mail account, compose/reply/forward/search messages, attachments and signatures; introduction to social networking, instant messaging, blogs and Digital Locker.	NOVEMBER–DEC MBER 2026 10.11.2026 – 05.12.2026

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TENTATIVE LESSON PLAN (ODD SEMESTER)

SESSION: 2026-27

Name of the Teacher: Seema Rani
Subject/Course: B23-SEC-301 Advanced IT Skills
Semester: IIIrd Sem

Department: Computer Science
Programme: SEC
Session: 2026-27

Unit / Month	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to Computer: AI-based Computers; evolution of computers and its applications; advanced hardware and software; importance of AI in application software; Systems Software; Utility Software; Graphics Processing Unit (GPU); input devices; output devices; computer memory and storage; Mobile Apps. Practical: identify hardware/input-output devices, memory/storage media, GPU and explore common system/utility software and mobile apps.	AUGUST 2026 01.08.2026 – 31.08.2026
2.	Introduction to Operating System: definition and user-oriented functions; different types of Operating Systems; advanced features of Operating Systems for mobile phones and tablets; components of User Interface; Status Bar; Tool Bar; Icons and their movement; using shortcuts; Control Panel in Operating System; adding and removing apps on system. Practical: OS navigation, shortcuts, UI components, settings/control panel and application management.	SEPTEMBER 2026 01.09.2026 – 30.09.2026
3.	Introduction to Internet: Computer Networks; Network Topologies; Intranet; features of Internet and Intranet; URL and its components; Web Browsers and their useful tools; A.I.-based searching tools. Practical: network/topology identification, URL analysis, browser tools, effective searching and AI-assisted search activities.	OCTOBER 2026 01.10.2026 – 31.10.2026
4.	E-mail: definition of E-mails; advantages and disadvantages; various features in E-mail account; Trash; Spam; Draft; Scheduled e-mails; replying options; difference between sending and forwarding an E-mail; searching criteria for e-mails; limits of size of attaching files with email and their alternatives; Digital Signature. Practical: compose, reply, forward, schedule and search e-mails; manage folders; attach files and use alternatives for large files; practice digital signatures.	NOVEMBER-DECEMBER 2026 01.11.2026 – 31.12.2026



TENTATIVE LESSON PLAN (ODD SEMESTER)

SESSION: 2026-27

Name of the Teacher: Seema Rani

Subject/Course: B23-MDC1 Fundamentals of Computer Science

Semester: 1st

Department: Computer Science

Programme: MDC

Session: 2026-27

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Computer Fundamentals: Evolution of Computers through generations; Characteristics of Computers; Strengths and Limitations of Computers; Classification of Computers; Functional Components of a Computer System; Applications of computers in various fields. Types of Software: System Software, Application Software and Utility Software. Practical: identifying computer components, software categories and applications.	AUGUST 2026 01.08.2026 – 31.08.2026
2.	Memory Systems: concept of bit, byte, word and nibble; storage locations and addresses; measuring units of storage capacity; access time; memory hierarchy. Primary Memory: RAM, ROM, PROM and EPROM. Secondary Memory: types of storage devices, Magnetic Tape, Hard Disk, Optical Disk and Flash Memory. Practical: memory/storage identification and comparison.	SEPTEMBER 2026 01.09.2026 – 30.09.2026
3.	I/O Devices: I/O ports of a desktop computer; device controller and device driver. Input Devices: classification and use of keyboard, mouse, touch pad, track ball, joystick, magnetic stripes, scanner, digital camera and microphone. Output Devices: speaker, monitor, Printers: classification, laser, ink jet, dot-matrix, Plotter. Introduction to Operating System: definition, functions and features of an Operating System; Icon, Folder, File, Start Button, Task Bar, Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents. Practical: creating/managing files and folders, shortcuts, desktop tools, identification and demonstration of I/O devices.	OCTOBER 2026 01.10.2026 – 31.10.2026
4.	Windows Explorer and Control Panel. The Internet: introduction to networks and Internet; history of the Internet; Internet and its working; modes of connecting to the Internet. Electronic Mail: introduction, advantages and disadvantages, User IDs, Passwords, e-mail addresses, message components, message composition and mailer features. Browsers and search engines. Practical: Windows Explorer and Control Panel. Internet connectivity, browser navigation, searching and e-mail operations.	NOVEMBER-DEC EMBER 2026 10.11.2026 – 05.12.2026

TENTATIVE LESSON PLAN (ODD SEMESTER)

SESSION: 2026-27

Name of the Teacher: Seema Rani
Subject/Course: B23-VOC-106 Web Designing
Semester: Vth

Department: Computer Science
Programme: VOC
Session: 2026-27

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Introduction to Internet and World Wide Web; Evolution and History of World Wide Web; Basic Features; Web Browsers; Web Servers; Hypertext Transfer Protocol (HTTP); URLs; Searching and Web-Casting Techniques; Search Engines and Search Tools. Practical: browser navigation, identifying web servers and URLs, basic HTTP/URL concepts, search techniques and use of search tools.	AUGUST 2026 01.08.2026 – 31.08.2026
2.	Steps for Developing Website; Choosing the Contents; Home Page; Domain Names; Internet Service Provider; Planning and Designing Web Site; Creating a Website; Web Publishing; Hosting Site. Practical: website planning, content organization, home-page design, domain/hosting concepts and publishing workflow.	SEPTEMBER 2026 01.09.2026 – 30.09.2026
3.	Introduction to HTML; Hypertext and HTML; HTML Document Features; HTML Tags; Header, Title, Body, Paragraph; Ordered/Unordered List; Creating Links; Headers; Text Styles; Text Structuring; Text Colors and Background; Formatting Text; Page Layouts; Insertion of Text; Movement of Text. Practical: create and format HTML documents, headings, paragraphs, lists, hyperlinks, text styles, colors/backgrounds, page layouts and text movement.	OCTOBER 2026 01.10.2026 – 31.10.2026
4.	Images: Types of Images, Insertion of Image, Movement of Image; Ordered and Unordered Lists; Inserting Graphics; Table Handling Functions like Columns, Rows, Width, Colours; Frame Creation and Layouts; Working with Forms and Menus; Working with Buttons like Radio, Check Box. Practical: insert and format images/graphics, create tables and frames, design layouts, create forms and menus, and implement radio buttons and check boxes.	NOVEMBER–DECEMBER 2026 10.11.2026 – 05.12.2026

