

LESSON PLAN 2024-25

Name: Ms Sunita Arora

Department: Computer Science

Class: B.Sc-Physical Science(Computer)-1st Sem., BCA-Ist Sem

Course : SEC

Paper: Basic IT Tools (B23-SEC-103)

Month: July

Week 4: Computer and Latest IT gadgets, Evolution of Computers & its applications

Month : August

Week 1: Basics of Hardware and Software, Application Software, Systems Software, Utility Software

Week 2: Central Processing Unit, Input devices, Output devices, Computer Memory & storage

Week 3: Mobile Apps, Introduction to Operating System

Week 4: Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets

Month: September

Week 1: User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting

Week 2: Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.

Week 3: Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN)

Week 4: Network Topology, Internet, Applications of Internet, Website Address and URL

Month: October

Week 1: Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet

Week 2: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail.

Week 3: Replying to an E-mail message, Forwarding an E-mail message, searching emails, Attaching files with email, Email Signature

Week 4: Diwali Break

Month: November

Week 1: Social Networking: Facebook, Twitter, LinkedIn, Instagram

Week 2: Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker.

Week 3: Revision and tests