

Government College, Mandi Hariya, Charkhi Dadri

Lesson Plan (B.A. 1st Sem. SEC) for the Session 2025-26 – Basic IT tools

Dr. Pardeep Seelwal

Assistant Professor in Computer Science

Sr. No.	Month	Week	Name of the topic
1	August	4 th	Computer and Latest IT gadgets, Evolution of Computers & its applications.
2	September	1 st	Basics of Hardware and Software, Application Software, Systems Software, Utility Software.
		2 nd	Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps.
		3 rd	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop.
		4 th	Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting.
3	October	1 st	Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.
		2 nd	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN).
		3 rd	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.
		4 th	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.
4	November	1 st	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker.
		2 nd	Revision
		3 rd	Revision
		4 th	Revision

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Lesson Plan (B.A. 3rd Sem. SEC) for the Session 2025-26 – Advance IT Skills

Dr. Pardeep Seelwal

Assistant Professor in Computer Science

Sr. No.	Month	Week	Name of the topic
1	August	4 th	WWW and E-Governance - Website Address and URL, Introduction to IP, Address, ISP and Role of ISP, Internet Protocol, Modes of Connecting Internet (HotSpot, Wifi, LAN Cable, BroadBand, USB Tethering).
2	September	1 st	Identifying and uses of IP/MAC/IMEI of various devices, Downloading Web Pages, Printing Web Pages.
		2 nd	Introduction to Blogs, Basics of E-commerce, Netiquettes, Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS], Accessing e-Governance Services on Mobile.
		3 rd	Digital Financial Tools and Applications Digital Financial Tools, Understanding OTP [One Time Password]and QR [Quick Response] Code, UPI [Unified Payment Interface]
		4 th	AEPS [Aadhaar Enabled Payment System], USSD[Unstructured Supplementary Service Data], Card [Credit / Debit], eWallet, PoS [Point of Sale], Internet Banking, National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS), Immediate Payment Service (IMPS), Online Bill Payment.
3	October	1 st	Cyber Security: Cyber Security, Defining Cyberspace, Architecture of cyberspace, Regulation of cyberspace, Concept of cyber security, Issues and challenges of cyber security.
		2 nd	Classification of cybercrimes, Common cybercrimes- cybercrime targeting computers and mobiles, cybercrime against women and children, financial frauds, social engineering attacks, malware and ransomware attacks, zero day and zero click attacks, Cybercriminals modus-operandi , Reporting of cybercrimes.
		3 rd	Remedial and mitigation measures, Legal perspective of cybercrime, IT Act 2000 and its amendments, Cybercrime and offences, Organisations dealing with Cybercrime and Cyber security in India.
		4 th	Overview of Futureskills: Introduction to Internet of Things (IoT), Big Data Analytics, Cloud Computing, Virtual Reality.
4	November	1 st	Artificial Intelligence, Social & Mobile, Blockchain Technology, 3D Printing/ Additive Manufacturing, Robotics Process Automation.
		2 nd	Revision
		3 rd	Revision
		4 th	Revision

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