**Lesson Plan (Session 2025-26)**

B.A / B.Sc/ B.A Hons./ B.Com Ist Year (1st Semester)

Basics IT Tools

**Faculty Name:** Ms. Pooja Yadav

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| **UNIT** | **Week / Date** | **TOPIC DETAIL** |
| 1 | Week 1  (21 July - 26 July) | Discussion Fundamental of computers: Model of a digital computer |
| Fundamental of computers: Model of a digital computer; |
| Model of a digital computer |
| Types of a digital computer |
| Continue |
| Revision, Discussion & Problem solving session |
| Week 2  (28 July - 2 Aug) | Advantages of computers, Disadvantage of computers |
| Difference between digital computer and analog computer |
| Continue |
| Applications of computers |
| do |
| Revision, Discussion & Problem solving session |
| Week 3  (4 Aug -9 Aug) | Computers in Commerce, Marketing |
| Continue |
| Application of computer in Education |
| do |
| Application of computer in Management |
| Revision, Discussion & Problem solving session |
| 2 | Week 4  (11Aug -16 Aug) | Discussion of Software concepts |
| do |
| Types of Software with details and example |
| Continue |
| Roles of software’s |
| Revision, Discussion & Problem solving session |
| Week 5  (18 Aug - 23 Aug) | Roles of software’s |
| Different System Software types |
| continue |
| Need of System Softwares |
| do |
| Revision, Discussion & Problem solving session |
| Week 6  (Aug - 30 Aug) | Concepts of Application Software types |
| do |
| Details of Operating systems |
| continue |
| Translators, System Utilities |
| Revision, Discussion & Problem solving session |
| Week 7  (1 Sept – 6 Sept) | Types of an Operating system |
| Types of an Operating system |
| Time – sharing O.S., Multi-Programming O.S |
| do |
| Concept of GUI and CUI. |
| Revision, Discussion & Problem solving session |
| 3 | Week 8  (8 Sept – 13 Sept) | Introduction to Windows |
| Components of Window |
| do |
| Types of Windows |
| do |
| Revision, Discussion & Problem solving session |
| Week 9  (15 Sept- 20 Sept) | Windows as an Operating System |
| do |
| Windows explorer |
| Using Paintbrush |
| do |
| Revision, Discussion & Problem solving session |
| Week 10  ( 22Sept- 27 Sept) | Discussion Control Panel in detail |
| do |
| Installing a printer |
| do |
| User interfaces- CUI and GUI |
| Revision, Discussion & Problem solving session |
| Week 11  (29 Sept - 4 Oct) | Concept of a Desktop and Taskbar |
| My Computer, |
| Recycle Bin |
| My Documents |
| Internet Explorer icons |
| Revision, Discussion & Problem solving session |
| 4 | Week 12  (6 Oct - 11 Oct) | Concept of Network |
| Need of Networking |
| Types of Network |
| Comparison of LAN, MAN,WAN |
| Network Topologies |
| Revision, Discussion & Problem solving session |
| Week 13  (13 Oct - 18 Oct) | Introduction of Internet |
| Application of Internet |
| www (world wide web) |
| URL |
| Web browsers and Search Engines |
| Revision, Discussion & Problem solving session |
| Week 14  (27 Oct - 1 Nov) | What is E-mail. |
| Practical with E-mail |
| E-mail Signature |
| Components of E-mails |
| Advantages of E-mail |
| Revision, Discussion & Problem solving session |
| Week 15  (4 Nov – 8 Nov) | Concept of Social Networking |
| Features of Social Networking |
| Advantages and Disadvantages |
| Social media Platforms |
| do |
| Revision, Discussion & Problem solving session |
|  | Week 16  (9 Nov -15 Nov) | Instant Messaging concept |
| do |
| Whatsapp, telegram and facebook |
| do |
| Revision, Discussion & Problem solving session |
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|  | Week 17  (17 Nov - 22 Nov) | Blogs |
| Digital Locker |
| Active Digilocker Account |
| do |
| Practicals |
| Revision, Discussion & Problem solving session |
|  | Week 18  (24 Nov – 1 Dec) | Revision & Written Test |