Lesson Plan for B.A.I/B.Com.I/BBA/BCA/B.SC(AII)-I Subject:- SEC(Basic IT Tools) Sesson:-2025-26

July 2025

Introduction to Computer, Definition, Block diagram, characteristics of Computer

August 2025

Latest IT Gadgets, History Evaluation of Computer, Generation of Computer, Input/output Devices, Memory System, Secondary storage Devices, Types of Software, Mobile Apps

September 2025

Operating System, Functioning of Operating System, O.S for Desktop/Laptop and Mobile Phones, User Interface, Advantage/ Disadvantage of GUI, Components of Desktop, Control Panel, Add/ Remove Hardware, Window Explorer

October 2025

Computer Network, Types of Computer Network, Uses of Computer Network, Different types of Network Topologies, Uses of Internet, Domain Name System, Introduction to popular web Browsers, Search Engine and Surfing Net

November 2025

Introduction to E-Mail, How to Create an E-Mail, Advantage/Limitations of E-Mail, working on Email-Sending, Reply, Forward Deleting of an E-Mail (Theory and Practical) Social Networking, Feature/Advantage/Disadvantage of Different Social Networking website, Digital Locker:- How to create and Upload Document on Digital Locker