Lesson Plan for B.A.I/B.Com.I/BBA/BCA/B.SC(All)-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