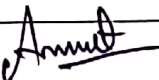


SHAHEED NAIB SUBEDAR MOHINDER KUMAR GOVT. COLLEGE
BEHRAMPUR (BAPPAULI), PANIPAT

LESSON PLAN

Name of the teacher : Amit Kumar, Assistant Professor in Computer
Class : B.A 1st, B.Com. 1st, B.Sc. 1st Year 2025
Semester : 1st
Subject : Computer (Basic IT Tools)
Course : Skill Enhancement Courses (SEC)
Session : 2025-26

July 2025	
4 th Week	Introduction to Computer: Computer and latest IT gadgets. Evolution of Computer & its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software, Central Processing Unit, Input devices, Output devices, Computer memory & Storage, Mobile apps.
August 2025	
1 st Week	Introduction to Operating System, Functioning of the Operating System.
2 nd Week	Operating Systems for desktop and laptop, Operating Systems for Mobile Phone and Tablet, User Interface for Desktop and Laptop.
3 rd Week	Task Bar, Icons & Shortcuts, Running an Application, Operating system Date & Time, Changing Display Properties.
4 th Week	To add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.
September 2025	
1 st Week	Introduction to Internet and World Wide Web, Basic of Computer Network
2 nd Week	Local Area Network (LAN), Wide Area Network (WAN), Network Topology
3 rd Week	Internet, Applications of Internet, Website address and URL, Popular Web Browser
4 th Week	Popular Search Engines, Searching on the Internet.
October 2025	
1 st Week	E-Mail: Using E-Mails, Operating Email Account, Mailbox: Inbox and Outbox.
2 nd Week	Creating and Sending a new E-Mail, Replying to an E-Mail message, Forwarding an E-Mail message, Searching Files with E-Mail, E-Mail Signature
3 rd Week	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging
4 th Week	Introduction to Blogs, Digital Locker.
November 2025	
1 st Week	Revision of important topics and discussion of important questions
2 nd Week	Assignment and Class test
3 rd Week	Revision of important topics and discussion of important questions
4 th Week	

Lesson plan prepared and submitted by: - 

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Behrampur (Bapauli), Panipat
Govt. College Behrampur (Bapauli), Panipat


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