



SMRJ Government College, Siwani (Bhiwani)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2025-26

Lesson Plan

Department of Computer (Skill Enhancement Courses)



Teacher:- Amit Kumar

Class:- B.A. 1st Year

Semester:- 1st Sem.

Internal Assessment Marks:-20 (15+5)

End Term Exam Marks: 50 (35(T) +15(P))

Course Type & Title: SEC & Basic IT Tools

Course Code:-24UN-ICT-SEC103

Credits:- 3 Maximum Marks:- 70 (50T+20P)

Practical Marks:- 20

Course Outcomes:-

After completing this course, the learner will be able to:

1. Identify the basic components of computers and terminology
2. acquaint with Operating System and its applications for both desktop and mobile devices
3. Understand computer networks, and browse the internet, content search, email and collaborate with peers
4. Use e-Governance applications; and use computer to improve existing skills and learn new skills
- 5*. to implement various spreadsheet tools practically.

Sr. No	Week/ Month, 2025	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	01.08.2025 – 02.08.2025	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications. Practicum:- Identify the various parts of computer.	
2	04.08.2025 – 09.08.2025	Basics of Hardware and Software, Application Software, Systems Software. Practicum:- Identify the various parts of computer.	
3	11.08.2025 – 16.08.2025	Utility Software. Central Processing Unit, Input devices, Output devices, Practicum:- Using computer/mobile software and hardware.	
4	18.08.2025 – 23.08.2025	Computer Memory & storage, Mobile Apps. Practicum:- Using computer/mobile software and hardware.	
5	25.08.2025 – 30.08.2025	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop. Practicum:-Use of operating system for various tasks such as file creation, directory.	
6	01.09.2025 – 06.09.2025	Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application. Practicum:- Creation, shortcut creation.	
7	08.09.2025 –	Operating System Simple Setting, Changing System Date and	

	13.09.2025	Time, Changing Display Properties, To Add or Remove Program and Features. Practicum:- Using control panel, etc.	
8	15.09.2025 – 20.09.2025	Adding, Removing & Sharing Printers, File and Folder Management. Practicum:- All Unit-2 Practical.	
9	22.09.2025 – 27.09.2025	Introduction to Internet and World Wide Web, Basic of Computer Networks. Practicum:- Using Internet & various browsers.	
10	29.09.2025 – 04.10.2025	Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet. Practicum:- Using Internet & various browsers.	
11	06.10.2025 – 11.10.2025	Website Address and URL, Popular Web Browsers (Internet Explorer/Edge. Practicum:- Identify the various hardware/software required for Internet.	
12	13.10.2025 – 18.10.2025	Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Practicum:- All Unit-3 Practical.	Minor Test
13	27.10.2025 – 01.11.2025	E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail. Practicum:- How to create and use e-mail account.	Assignment
14	03.11.2025 – 08.11.2025	Replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email. Practicum:- How to create and use e-mail account.	
15	10.11.2025 – 15.11.2025	Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging. Practicum:- Using Facebook, WhatsApp, Instagram.	
16	17.11.2025 – 22.11.2025	(WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practicum:- LinkedIn, Telegram, Writing blogs.	
17	24.11.2025 – 29.11.2025	Revision of theory and Practical Unit I-IV.	

Recommended Books/ E resources/ LMS:

1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB.
2. Dromey, R.G., How to Solve it By Computer, PHI.
3. Norton, Peter, Introduction to Computer, McGraw-Hill.
4. Leon, Alexis & Leon, Mathews, Introduction to Computers, Leon Tech World.
5. Rajaraman, V., Fundamentals of Computers, PHI.
6. Ram, B., Computer Fundamentals, Architecture & Organization, New Age International (P) Ltd.



Signature of the teacher concerned

Head of the Department



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Session: 2025-26

Lesson Plan

Department of Computer (Skill Enhancement Courses)



Teacher:- Amit Kumar

Class:- B.Sc. 1st Year (Phy.Sc. & Life Sc.)

Semester:- 1st Sem.

Internal Assessment Marks:-20 (15(T)+5(P))

End Term Exam Marks: 50 (35(T)+15(P))

Course Type & Title: SEC & Basic IT Tools

Course Code:-24UN-ICT-SEC103

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Practical Marks:- 20

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15	10.11.2025 – 15.11.2025	Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging. Practicum:- Using Facebook, WhatsApp, Instagram.	
16	17.11.2025 – 22.11.2025	(WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practicum:- LinkedIn, Telegram, Writing blogs.	
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Session: 2025-26

Lesson Plan

Department of Computer (Skill Enhancement Courses)



Teacher:- Amit Kumar

Class:- B.A. 1st Year Major in Geography

Semester:- 1st Sem.

Internal Assessment Marks:-20 (15(T)+5(P))

End Term Exam Marks: 50 (35(T)+15(P))

Course Type & Title: SEC & Basic IT Tools

Course Code:-24UN-ICT-SEC103

Credits:- 3 Maximum Marks:- 70 (50T+20P)

Practical Marks:- 20

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15	10.11.2025 – 15.11.2025	Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging. Practicum:- Using Facebook, WhatsApp, Instagram.	
16	17.11.2025 – 22.11.2025	(WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practicum:- LinkedIn, Telegram, Writing blogs.	
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Lesson Plan

Department of Computer (Skill Enhancement Courses)

Teacher:- Amit Kumar

Class:- B.A. 2nd Year

Semester:- 3rd Sem.

Internal Assessment Marks:-20 (15(T)+5(P))

End Term Exam Marks: 50 (35(T)+15(P))

Course Type & Title: SEC & Advance IT Skills

Course Code:-24UN-ICT-SEC301

Credits:- 3 Maximum Marks:- 70 (50T+20P)

Practical Marks:- 20

Course Outcomes:-

After completing this course, the learner will be able to:

1. Use e-Governance applications; and use computer to improve existing skills and learn new skills
2. Using internet for Digital Financial services
3. understand the concept of Cyber security and issues and challenges associated with it
4. Develop knowledge about Future Skills
- 5*. to understand the various concepts in the syllabi practically.

Sr. No	Week/ Month, 2024	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2025 – 02.08.2025	WWW and E-Governance- Website Address and URL Practicum:- WWW and E-Governance.	
2	04.08.2025 – 09.08.2025	Introduction to IP, Address, ISP and Role of ISP, Internet Protocol, Modes of Connecting Internet (HotSpot, Wifi, LAN Cable, Broad Band, USB Tethering) Practicum:- Understanding the various devices related to Internet.	
3	11.08.2025 – 16.08.2025	Identifying and uses of IP/MAC/IMEI of various devices, Downloading Web Pages, Printing Web Pages. Introduction to Blogs, Basics of E-commerce, Netiquettes, Overview Practicum:- Using e-governance services.	
4	18.08.2025 – 23.08.2025	of e-Governance Services like Railway Reservation, Passport, e-Hospital [ORS], Accessing e-Governance Services on Mobile. Practicum:- Writing e-blogs.	
5	25.08.2025 – 30.08.2025	Digital Financial Tools and Applications Digital Financial Tools, Understanding OTP [One Time Password]and QR [Quick Response] Code, UPI [Unified Payment Interface] Practicum:- Digital Financial Tool: Using digital financial tools.	
6	01.09.2025 – 06.09.2025	AEPS [Aadhaar Enabled Payment System], USSD[Unstructured Supplementary Service Data], Card [Credit/Debit], eWallet, PoS [Point of Sale]	

		Practicum:- Digital Financial Tool: Using digital financial tools.	
7	08.09.2025 – 13.09.2025	Internet Banking, National Electronic Fund Transfer (NEFT) Practicum:- Digital Financial Tool: Using digital financial tools.	
8	15.09.2025 – 20.09.2025	Real Time Gross Settlement (RTGS), Immediate Payment Service (IMPS), Online Bill Payment Practicum:- Digital Financial Tool: Using digital financial tools.	
9	22.09.2025 – 27.09.2025	Cyber Security: Cyber Security, Defining Cyberspace, Architecture of cyberspace, Regulation of cyberspace, Concept of cyber security, Issues and challenges of cyber security. Practicum:- Checklist for reporting cyber-crime at Cybercrime Police Station	
10	29.09.2025 – 04.10.2025	Classification of cybercrimes, Common cybercrimes- cybercrime targeting computers and mobiles, cybercrime against women and children, financial frauds, social engineering attacks, malware and ransomware attacks Practicum:- Checklist for reporting cybercrime online	
11	06.10.2025 – 11.10.2025	zero day and zero click attacks, Cybercriminals modus-operandi, Reporting of cybercrimes, Remedial and mitigation measures, Legal perspective of cybercrime, IT Act 2000 and its amendments Practicum:- Reporting phishing emails	
12	13.10.2025 – 18.10.2025	Cybercrime and offences, Organisations dealing with Cybercrime and Cyber security in India Practicum:- Demonstration of email phishing attack and preventive measures.	Minor Test
13	27.10.2025 – 01.11.2025	Overview of Future skills: Introduction to Internet of Things (IoT) Practicum:- Futuristic Technology	Assignment
14	03.11.2025 – 08.11.2025	Big Data Analytics, Cloud Computing, Virtual Reality Practicum:-	
15	10.11.2025 – 15.11.2025	Artificial Intelligence, Social & Mobile, Blockchain Technology Practicum:- Introducing various futuristic technologies	
16	17.11.2025 – 22.11.2025	3D Printing/Additive Manufacturing, Robotics Process Automation. Practicum:- Introducing various futuristic technologies	
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Recommended Books/ E resources/ LMS:

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- *Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd. (First Edition, 2011)
- *Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform. (Pearson, 13th November, 2001)
- *Electronic Commerce by Elias M. Awad, Prentice Hall of India Pvt Ltd.
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Head of the Department