SMRJ Government College, Siwani (Bhiwani)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2024-25

Lesson Plan
Department of Computer (Skill Enhancement Courses)

Teacher:- Amit Kumar	**Course Type & Title: SEC & Basic IT Tools**
Class:- B.A. 1st Year	**Course Code:-24UN-ICT-SEC103**
Semester:- 1st Sem.	**Credits:- 3 Maximum Marks:- 70 (50T+20P)**
Internal Assessment Marks:-20 (15+5)	**Practical Marks:- 20**
End Term Exam Marks: 50 (35(T)+15(P))	

Course Outcomes:-

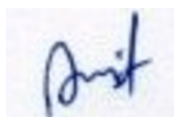After completing this course, the learner will be able to:

1. Identify the basic components of computers and ter- minology

2. acquaint with Operating System and its applications for both desktop and mobile devices

3. Understand computer networks, and browse the inter- net, 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, 2024	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	22.07.2024 – 27.07.2024	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications. Practicum:- Identify the various parts of computer.	
2	29.07.2024 – 03.08.2024	Basics of Hardware and Software, Application Software, Systems Software. Practicum:- Identify the various parts of computer.	
3	05.08.2024 – 10.08.2024	Utility Software. Central Processing Unit, Input devices, Output devices, Practicum:- Using computer/mobile software and hardware.	
4	12.08.2024 – 17.08.2024	Computer Memory & storage, Mobile Apps. Practicum:- Using computer/mobile software and hardware.	
5	19.08.2024 – 24.08.2024	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	26.08.2024 – 31.08.2024	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	02.09.2024 –	Operating System Simple Setting, Changing System Date and	

	07.09.2024	Time, Changing Display Properties, To Add or Remove Program and Features. Practicum:- Using control panel, etc.	
8	09.09.2024 – 14.09.2024	Adding, Removing & Sharing Printers, File and Folder Management. Practicum:- All Unit-2 Practical.	
9	16.09.2024 – 21.09.2024	Introduction to Internet and World Wide Web, Basic of Computer Networks. Practicum:- Using Internet & various browsers.	
10	23.09.2024 – 28.09.2024	Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet. Practicum:- Using Internet & various browsers.	
11	30.09.2024 – 05.10.2024	Website Address and URL, Popular Web Browsers (Internet Explorer/Edge. Practicum:- Identify the various hardware/software required for Internet.	
12	07.10.2024 – 12.10.2024	Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Practicum:- All Unit-3 Practical.	
13	14.10.2024 – 19.10.2024	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.	
14	21.10.2024 – 26.10.2024	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	04.11.2024 – 09.11.2024	Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging. Practicum:- Using Facebook, WhatsApp, Instagram.	
16	11.11.2024 – 16.11.2024	(WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practicum:- LinkedIn, Telegram,Writing blogs.	
17	18.11.2024 – 23.11.2024	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: 2024-25

Lesson Plan
Department of Computer (Skill Enhancement Courses)

Teacher:- Amit Kumar	**Course Type & Title: SEC & Basic IT Tools**
Class:- B.Sc. 1ˢᵗ Year	**Course Code:-24UN-ICT-SEC103**
Semester:- 1ˢᵗ Sem.	**Credits:- 3 Maximum Marks:- 70 (50T+20P)**
Internal Assessment Marks:-20 (15+5)	**Practical Marks:- 20**
End Term Exam Marks: 50 (35(T)+15(P))	

Course Outcomes:-

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

1. Identify the basic components of computers and ter- minology
2. acquaint with Operating System and its applications for both desktop and mobile devices
3. Understand computer networks, and browse the inter- net, 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, 2024	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
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	07.09.2024	Time, Changing Display Properties, To Add or Remove Program and Features. Practicum:- Using control panel, etc.	
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13	14.10.2024 – 19.10.2024	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.	
14	21.10.2024 – 26.10.2024	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	04.11.2024 – 09.11.2024	Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging. Practicum:- Using Facebook, WhatsApp, Instagram.	
16	11.11.2024 – 16.11.2024	(WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practicum:- LinkedIn, Telegram,Writing blogs.	
17	18.11.2024 – 23.11.2024	Revision of theory and Practical Unit I-IV.	

Recommended Books/ E resources/ LMS:
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3. Norton, Peter, Introduction to Computer, McGraw-Hill.
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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: 2024-25

Lesson Plan
Department of Computer (Basic of Computer)

Teacher:- Amit Kumar	Course Type & Title: Regular
Class:- B.A. 2nd Year	Course Code:-20USECCS301, 20USECCS302
Semester:- 3rd Sem.	Credits:- 3 Maximum Marks:- 100 (50T+50P)
Internal Assessment Marks:-20	Practical Marks:- 50
End Term Exam Marks:	

Course Outcomes:-

After Completion of Course, the students will be able to:

1. Learn the fundamental concepts of computers.
2. Study Operating Systems, programming languages, peripheral devices, Networking multimedia and internet.

Sr. No.	Week/ Month, 2024	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	22.07.2024 – 27.07.2024	Computer Definition, Block Diagram along with its components, characteristics & classification of computers.	
2	29.07.2024 – 03.08.2024	Limitation of computers, human Being VS Computer, application of computer in various fields.	
3	05.08.2024 – 10.08.2024	Operating System, Types of Operating System, Functions of Operating System, Features of Windows.	
4	12.08.2024 – 17.08.2024	Operating System. Types of Software, Proprietary and Open Source Software.	Problem Discussion, Class test, Assignment. (Unit-I)
5	19.08.2024 – 24.08.2024	Basic Components of Windows, Icons, Type of Icons, Taskbar, Activating Windows, Title bar.	
6	26.08.2024 – 31.08.2024	Exploring Computer, managing files and folders, copying and moving files and folders.	
7	02.09.2024 – 07.09.2024	Display Property, Adding and removing hardware and software.	
8	09.09.2024 – 14.09.2024	Setting date and time, Screensaver and appearance, using windows accessories.	Problem Discussion, Class test, Assignment. (Unit-II)
9	16.09.2024 – 21.09.2024	Input Devices, Mouse, Keyboards, Light Pen, Track Ball, Joystick, MICR, OMR and OCR, Scanners, Voice	

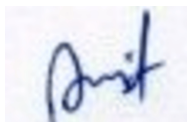|		system, Web Camera	
10	23.09.2024 – 28.09.2024	Output Devices, Hard Copy, Printers, Plotters, Soft Copy Device.	
11	30.09.2024 – 05.10.2024	Primary and Secondary Memory, RAM, ROM, Secondary storage devices.	
12	07.10.2024 – 12.10.2024	Definition, types of viruses, Characteristics of viruses, anti-virus software.	Problem Discussion, Class test, Assignment. (Unit-III)
13	14.10.2024 – 19.10.2024	Introduction to Computer Network, Type of Network, Network Topologies.	
14	21.10.2024 – 26.10.2024	Mode of Data Transmission, Transmission Media.	
15	04.11.2024 – 09.11.2024	Introduction to Internet, Application of Internet, Hardware and Software requirement for internet.	
16	11.11.2024 – 16.11.2024	Intranet Application of Intranet, World wide web, Web Browsers,	Problem Discussion,Class test, Assignment. (Unit-IV)
17	18.11.2024 – 23.11.2024	Search engines, Understanding URL, Domain Name.	Problem Discussion, (All Unit (I-IV))

Recommended Books/ E resources/ LMS:-
  A) Text Books:-
     1. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New delhi.
  B) Reference Books:
     1. Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill.
     2. Rajaraman, V., Fundamentals of Computers, PHI.
     3. Norton Peter, introduction to Computer, McGraw Hill.
     4. Leon, Alexis & Leon, Mathews, Introduction to Computers, Leon tech World.

Signature of the teacher concerned

Head of the Department

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Session: 2024-25

Lesson Plan
Department of Computer (Basic of Computer)

Teacher:- Amit Kumar	**Course Type & Title: Basic of Computer (IT Level-II)**
Class:- B.A. Geography Hons. 2ⁿᵈ Year	**Course Code:-21UGEOH306, 21UGEOH306P**
Semester:- 3ʳᵈ Sem.	**Credits:- 3 Maximum Marks:- 100 (50T+50P)**
Internal Assessment Marks:-20	**Practical Marks:- 50**
End Term Exam Marks:	

Course Outcomes:-

After Completion of Course, the students will be able to:

1. Learn the fundamental concepts of Electronic Email.
2. Learn to work with a Word Processor.
3. Analyse the data in a Speadsheet.
4. Creat a powerful power Point Presentation.

Sr. No.	Week/ Month, 2024	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	22.07.2024 – 27.07.2024	**Unit-I Basics of E-Mail** Introduction, Objective, Create E-Mail, Open E-Mail, Mailbox.	
2	29.07.2024 – 03.08.2024	Inbox, Outbox, Sending mail, Reply, Forward mail.	
3	05.08.2024 – 10.08.2024	CC, BCC, Introduction to E-Governance, Social Networking.	
4	12.08.2024 – 17.08.2024	E-Learning, E-Business, Problem Discussion	Class test, Assignment. (Unit-I)
5	19.08.2024 – 24.08.2024	**Unit-II Understanding Word Processing** Word Processing Basics, Opening and Closing of Documents, Saving documents, Menu Bar.	
6	26.08.2024 – 31.08.2024	Page Setup, Formating text, Editing, Printing, Drawing, Table, Manipulating table.	
7	02.09.2024 – 07.09.2024	Working with graphics, Mail Merge, Inserting Equation, Word Art, Smart Art.	
8	09.09.2024 – 14.09.2024	Header and Footer, Track Changes, Macros. Problem Discussion.	Class test, Assignment. (Unit-II)
9	16.09.2024 – 21.09.2024	**Unit-III Using Spread Sheet** Basics of Spreadsheet, Elements of spreadsheet, Manipulation of cells, saving workbook.	

10	23.09.2024 – 28.09.2024	Entering data, formatting worksheet, Formula and function, Working with Charts and Graphics.	
11	30.09.2024 – 05.10.2024	Data Validation, Conditional Formatting, Sorting, Filtering, Advance Filter.	
12	07.10.2024 – 12.10.2024	Page Layout, What-if analysis. Problem Discussion.	Class test, Assignment. (Unit-III)
13	14.10.2024 – 19.10.2024	**Unit-IV** **Using Power Point** Working with Presentation, Basics of Presentation, Opening, Creating presentation, slides.	
14	21.10.2024 – 26.10.2024	Entering and editing text, Insert and delete slides, Adding clip art picture.	
15	04.11.2024 – 09.11.2024	Insert objects, inserting Graphics, views in Power Point Presentation.	
16	11.11.2024 – 16.11.2024	Slideshow, Rehearse Timing, Slide master. Problem Discussion.	Class test, Assignment. (Unit-IV)
17	18.11.2024 – 23.11.2024	Doubt/Query, Problem Discussion.	

Recommended Books/ E resources/ LMS:-
  A) **Text Books:-**
  1. Microsoft Office- Complete Reference- BPB Publication.
  2. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co. , New Delhi.
  B) **Reference Books:-**
  1. Daniel Minoli & Emma Minoli, "Web Commerce Technology Handbook", Tata McGraw Hill-1999.
  2. K. Bajaj & D Nag, " E-Commerce", Tata McGraw Hill-1999.
  3. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co. New Delhi.
  4. Balagurusamy E, Computing Fundamental and C Programming, Tata McGraw Hill.
  5. Nortan, Peter, Introduction to Computer, McGraw Hill.
  6. Chhillar, rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
  7. Web enabled commercial applications development using HTML, DHTML, Javascript, Perl, CGI by Ivan Bayross 3rd revised Ed-BPB.
  8. Thomas Power –HTML & CSS: The Complete Reference, Fifth Edition, 2017.

Signature of the teacher concerned

Head of the Department