

Government College Saraswati Nagar (Yamunanagar)
Lesson Plan (Session- 2025-26)
(Odd Semester)

Name of Teacher: Dr. Satnam Singh

Department : Computer Science

Class & Semester: B.A./B.Com. 1ST Sem. (NEP)

Subject & Code: B23-SEC-103: Basic IT Tools

Aug

Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & 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.

Sep.

Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons □ & shortcuts, Running an Application, Operating System Simple Setting, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.

Oct.

Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.

Nov.

E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker

Government College Saraswati Nagar (Yamunanagar)
Lesson Plan (Session- 2025-26)
(Odd Semester)

Name of Teacher: Dr. Satnam Singh

Department : Computer Science

Class & Semester: B.A./B.Com. 3RD Sem. (NEP)

Subject & Code: B23-SEC-301 Advance IT Skills

Aug.

WWW and E-Governance - Website Address and URL, Introduction to IP, Address, ISP and Role of ISP, Internet Protocol, Modes of Connecting Internet (HotSpot, Wifi, LAN Cable, BroadBand, USB Tethering), 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 of e-Governance Services like Railway Reservation, Passport, eHospital [ORS], Accessing e-Governance Services on Mobile

Sep.

Digital Financial Tools and Applications Digital Financial Tools, Understanding OTP [One Time Password]and QR [Quick Response] Code, UPI [Unified Payment Interface], AEPS [Aadhaar Enabled Payment System], USSD[Unstructured Supplementary Service Data], Card [Credit / Debit], eWallet, PoS [Point of Sale], Internet Banking, National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS), Immediate Payment Service (IMPS), Online Bill Payment Cyber Security: Cyber Security, Defining Cyberspace, Architecture of cyberspace, Regulation of cyberspace,

Oct.

Concept of cyber security, Issues and challenges of cyber security. Classification of cybercrimes, Common cybercrimes- cybercrime targeting computers and mobiles, cybercrime against women and children, financial frauds, social engineering attacks, malware and ransomware attacks, zero day and zero click attacks, Cybercriminals modus-operandi , Reporting of cybercrimes, Remedial and mitigation measures, Legal perspective of cybercrime,

Nov.

IT Act 2000 and its amendments, Cybercrime and offences, Organisations dealing with Cybercrime and Cyber security in India. Overview of Futureskills: Introduction to Internet of Things (IoT), Big Data Analytics, Cloud Computing, Virtual Reality, Artificial Intelligence, Social & Mobile, Blockchain Technology, 3D Printing/ Additive Manufacturing, Robotics Process Automation.