

D.A.V. GIRLS COLLEGE, KOSLI, REWARI, HARYANA

LESSON PLAN FOR THE ODD SEMESTER 2026-2027

Name of the Teacher	PARVEEN KUMAR	Class / Semester	B.A./B.Com 1st Year / Semester I
Subject	Computer Science(SEC)	Paper Name	Basic IT Tools
Paper Code	24L4.5-SEC-CSE-103	Teaching Term	20 July 2026 – 30 November 2026

Date	Month	Unit	Particulars
20–24 Jul	Jul	Unit I	Introduction to computer, latest IT gadgets and evolution of computers.
27–31 Jul	Jul	Unit I	Hardware, software, application software, system software and utility software.
03–07 Aug	Aug	Unit I	Central processing unit, input/output devices, memory and storage.
10–14 Aug	Aug	Unit I	Mobile apps and Unit I revision.
17–21 Aug	Aug	Unit II	Introduction to operating system and its functions.
24–28 Aug	Aug	Unit II	Operating systems for desktop, laptop and mobile devices.
31 Aug–04 Sep	Sep	Unit II	Desktop/laptop user interface: task bar, icons and shortcuts.
07–11 Sep	Sep	Unit II	Running applications; system settings, date/time and display properties.
14–18 Sep	Sep	Unit II	Add/remove programs; add/remove printers; file and folder management.
21–25 Sep	Sep	Unit III	Internet and World Wide Web; computer networks, LAN and WAN.
28 Sep–02 Oct	Oct	Unit III	Internet applications, website address and URL.
05–09 Oct	Oct	Unit III	Popular web browsers and search engines; searching on internet.
12–16 Oct	Oct	Unit IV	E-mail: account, mailbox, inbox/outbox and sending/replying messages.
19–23 Oct	Oct	Unit IV	E-mail attachments, signature and social networking.
26–30 Oct	Oct	Unit IV	Facebook, Twitter, instant messaging, WhatsApp, Telegram, blogs and digital locker.
01–09 Nov	Nov	—	Diwali Vacation — No teaching classes.
10–13 Nov	Nov	All Units	Complete syllabus revision and examination-oriented preparation.
16–20 Nov	Nov	All Units	Practical revision, model questions and final revision.
23–27 Nov	Nov	All Units	Final revision; syllabus completed.

Unit-wise Coverage Period

Unit	Topics Covered	Period
Unit I	Computer fundamentals	20 Jul – 14 Aug
Unit II	Operating system	17 Aug – 18 Sep
Unit III	Internet and WWW	21 Sep – 09 Oct
Unit IV	E-mail and social networking	12 Oct – 20 Nov
Practicum	Computer, internet, e-mail and blogs	Throughout term

Signature of Teacher
PARVEEN KUMAR

D.A.V. GIRLS COLLEGE, KOSLI, REWARI, HARYANA

LESSON PLAN FOR THE ODD SEMESTER 2026-2027

Name of the Teacher	PARVEEN KUMAR	Class / Semester	B.A./B.Com 2nd Year / Semester III
Subject	Computer Science	Paper Name	Advance IT Skills
Paper Code	24L4.5-SEC-CSE-305	Teaching Term	20 July 2026 – 30 November 2026

Date	Month	Unit	Particulars
20–24 Jul	Jul	Unit I	WWW and e-Governance: website address, URL, IP address and ISP.
27–31 Jul	Jul	Unit I	Internet protocol, modes of connecting internet and hotspot/Wi-Fi.
03–07 Aug	Aug	Unit I	LAN cable, broadband, USB tethering and identification/uses of IP, MAC and IMEI.
10–14 Aug	Aug	Unit I	Downloading/printing web pages, blogs, e-commerce and netiquettes.
17–21 Aug	Aug	Unit I	e-Governance services: railway reservation, passport, e-hospital and UMANG.
24–28 Aug	Aug	Unit II	Digital financial tools and applications; OTP and QR code.
31 Aug–04 Sep	Sep	Unit II	UPI and AEPS; Aadhaar Enabled Payment System.
07–11 Sep	Sep	Unit II	USSD, cards, e-wallet, POS and internet banking.
14–18 Sep	Sep	Unit II	NEFT, RTGS, IMPS and online bill payment.
21–25 Sep	Sep	Unit III	Cyber security, cyber space and architecture of cyberspace.
28 Sep–02 Oct	Oct	Unit III	Cyber security issues, challenges, classification and common cybercrimes.
05–09 Oct	Oct	Unit III	Cybercrime against children, financial frauds, social engineering, malware and ransomware.
12–16 Oct	Oct	Unit III	Zero-day/zero-click attacks, reporting, remedies and IT Act 2000.
19–23 Oct	Oct	Unit IV	Future skills: IoT, Big Data Analytics and Cloud Computing.
26–30 Oct	Oct	Unit IV	Virtual Reality, AI, social/mobile, blockchain, 3D printing, additive manufacturing and robotics.
01–09 Nov	Nov	—	Diwali Vacation — No teaching classes.
10–13 Nov	Nov	All Units	Complete syllabus revision and examination-oriented preparation.
16–20 Nov	Nov	All Units	Practical revision, model questions and final revision.
23–27 Nov	Nov	All Units	Final revision; syllabus completed.

Unit-wise Coverage Period

Unit	Topics Covered	Period
Unit I	WWW and e-Governance	20 Jul – 21 Aug
Unit II	Digital financial tools	24 Aug – 18 Sep
Unit III	Cyber security	21 Sep – 16 Oct
Unit IV	Future skills	19 Oct – 20 Nov
Practicum	Internet, e-services, finance and cyber safety	Throughout term

Signature of Teacher
PARVEEN KUMAR
