DAILY LESSON PLAN

Subject: Basic IT Tools

Subject Code: B23-SEC-103

Class / Semester: B.Com – I Semester

Section: 103 (B23 Batch)

Duration: 1 September – 31 December

Days: Monday – Wednesday

Teacher's Name: Kanika Mittal

Institution: Rajiv Gandhi Science and Commerce College

UNIT–I: Introduction to Computer (1 Sept – 25 Sept)

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
1–3 Sept	Mon–Wed	Meaning, Characteristics & Applications of Computer	Explain basic features and uses of computers.	Lecture + Discussion	Oral Q&A
8–10 Sept	Mon–Wed	Latest IT Gadgets & Evolution of Computer	Describe IT evolution and new technologies.	PPT + Demo	Short notes
15–17 Sept	Mon–Wed	Hardware & Software, Application Software	Identify computer parts and types of software.	Model + Examples	Chart work
22–24 Sept	Mon–Wed	System Software, Utility Software, Central	Understand CPU functions and	Lecture + Demo	Quiz

		Processing Unit	software utilities.		
29 Sept–1 Oct	Mon–Wed	Input & Output Devices, Memory & Storage, Mobile Apps	Describe I/O devices and memory types.	Demonstration	Unit Test–I

UNIT–II: Introduction to Operating System (6 Oct – 29 Oct)

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
6–8 Oct	Mon–Wed	Functions of Operating System	Explain OS functions and types.	Lecture + Demo	Question round
13–15 Oct	Mon–Wed	OS Interface: Desktop, Taskbar, Icons	Operate basic OS functions.	Lab Practice	Practical activity
20–22 Oct	Mon–Wed	Changing System Settings, Date, Time, Display	Customize system settings.	Demonstration	Practice task
27–29 Oct	Mon–Wed	Adding/Removing Programs, Printers, File & Folder Management	Manage software and peripherals.	Practical	Unit Test–II

UNIT–III: Introduction to Internet & WWW (3 Nov – 26 Nov)

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity

3–5 Nov	Mon–Wed	Basics of Computer Networks: LAN, WAN, MAN	Understand types of networks.	PPT + Lecture	Diagram work
10–12 Nov	Mon–Wed	Internet Concepts, Applications & Web Browsers	Identify browsers & uses of the Internet.	Demo + Discussion	Quiz
17–19 Nov	Mon–Wed	Website Address, URL, Search Engines	Search information efficiently online.	Practical	Search task
24–26 Nov	Mon–Wed	Popular Browsers (Edge, Chrome, Firefox)	Use different browsers for access.	Demo	Unit Test–III

UNIT–IV: E-Mail, Social Networking & Digital Tools (1 Dec – 24 Dec)

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
1–3 Dec	Mon–Wed	Using E-mail, Creating Account, Inbox & Outbox	Create and manage email accounts.	Practical	Email task
8–10 Dec	Mon–Wed	Sending, Forwarding, Replying, Attaching Files	Compose & send professional emails.	Demo	Hands-on exercise
15–17 Dec	Mon–Wed	Email Signature, Searching,	Understand social media and digital	Lecture + Demo	Quiz

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
		Social Networking	communication.		
22–24 Dec	Mon–Wed	Instant Messaging, Blogs, Digital Locker	Use secure online communication tools.	Practical + Explanation	Unit Test–IV

Revision & Assessment (29–31 Dec)

Week / Dates	Days	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
29–31 Dec	Mon–Wed	Revision of All Units, Viva & Project Discussion	Summarize and apply all IT concepts.	Discussion + Viva	Final Evaluation