LESSON PLAN

DISCIPLINE: MATH AND SCIENCE	SEMESTER: Second	NAME OF THE TEACHING FACULTIES: MISS. KHIPTITA MUKHI

SUBJECT:	NO. OF.DAYS PER WEEK CLASS ALLOTED	SEMESTER: FROM: 09.01.2026 - 08.05.2026
WEEK	**CLASS DAY**	**THEORY**
1ST	1ST	Study about Basic Computer Operation Steps for Switch-On, Shut-Down, Restart & Laboratory safety rules
	2ND	Basic Internet skills
	3RD	Study about different features of browser
	4TH	Browsing of data using various search engines and writing different techniques for web search.
2ND	1ST	Study about different e-governance
	2ND	Digital India portals and understand their features and services offered.
	3RD	Read Wikipedia pages on computer hardware components
	4TH	Look at those components in the lab, identify them and recognize various ports/ interfaces
3RD	1ST	Study about various features of computer peripherals
	2ND	how to connect them (Printer, Scanner etc) to computers and installation process of their device driver
	3RD	Practices installation process of their device driver
	4TH	Study about Installation process of Windows operating systems on identified lab machines.

4TH	1ST	Practices installation of windows OS.
	2ND	Explore various options of windows OS, do it multiple times.
	3RD	Study about Installation process of Linux operating systems on identified lab machines
	4TH	Practices installation of Linux OS.
5TH	1ST	Explore various options of Linux OS, do it multiple times.
	2ND	Study about HTML
	3RD	HTML commands & Tags and try them with various values to make our own Webpage
	4TH	Study about Basic HTML Tags
6TH	1ST	Practice different basic HTML tags and see the output in browser.
	2ND	Study about Text Formatting HTML Tags
	3RD	Practice different Text formatting HTML tags and see the output in browser.
	4TH	Study about Listing Tags.
7TH	1ST	practice different Listing tags and see the output in browser
	2ND	Study about Image tags & Ancher Tags with attributes
	3RD	practice them and see the output in browser
	4TH	Study about Table Tags with different attributes
8TH	1ST	Practice different Table tags and see the output in browser
	2ND	Study about Form Tags, practice Form tags with different input tags
	3RD	See the output in browser and also design some forms to interact.
	4TH	Study about Other HTML Tags Like Image Audio & Frameset Tags
9TH	1ST	Practice all tags and see them.
	2ND	Study about CSS (Cascaded Style Sheet)
	3RD	Creating a website as Project using all HTML Tags
	4th	Study about concepts, advantages of Open Office Tools

10TH	1ST	Download and installation of Open Office Tools in computer	
	2ND	Practices installation of Open Office Tools	
	3RD	Study about Open Office writer	
	4TH	Parts of writer interface.	
11TH	1ST	Starting, opening, saving, closing, printing a document in writer interface.	
	2ND	Study about different features of Open Office writer.	
	3RD	Practices all the features of Open Office writer.	
	4TH	Study about Open Office Calc	
12TH	1ST	Parts of Open Office Calc	
	2ND	Starting, opening, saving, closing, printing a document in writer interface.	
	3RD	Study about different features of Open Office Calc.	
	4TH	Practices all the features of Open Office Calc.	
13TH	1ST	Study about Open Office Impress.	
	2ND	Parts of Open Office Impress.	
	3RD	Study about different features of Open Office Impress.	
	4TH	Practices all the features of Open Office Impress.	
14TH	1ST	Study about concept of Information Security	
	2ND	Threats to Information Security	
	3RD	Study about concept of Cyber Security	
	4TH	Threats to Cyber Security.	
15TH	1ST	Study about various internet security best practices.	
	2ND	Operating system security features and tools.	
	3RD	Doubt Clearing class	
	4TH	Doubt Clearing class	

Khiptita Mukhi

Concerned Faculty:
Miss. Khiptita Mukhi

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DEPT.OF MATH&SC