



LESSON PLAN

Program Name	Computer Engineering
Subject Name	Introduction to IT System
Subject Code	ES-102 Theory/ ES-108 Practical
Semester	2 nd
Subject Teacher Name	Er. Sanjeev Kumar

Evaluation Scheme

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th	Pr	Th	Pr	Total	Th	Pr	Total
1.	Introduction to IT System	2	4	40	40	80	60	60	100
Reference Books		(i) R.S. Salaria, Computer Fundamentals, Khanna Publishing House. (ii) Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., (iii) Information Technology for Management by Henery Lucas, Tata McGraw Hills, New Delhi. (iv) Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi.							

Course Outcomes (COs)

CO-1	To learn the basics, configure and installation of O.S.
CO-2	To learn assemble a PC and connect it to external devices.
CO-3	To understand create, edit, save and print documents and worksheets & protect document.
CO-4	To understand computers from basic abuses and virus attacks.

Teaching Plan

Unit No.	Name of Topic	Proposed Date	Actual Date	Remarks
1	Block Diagram of Computer System, General Understanding of various hardware components.	28-01-2026		
		02-02-2026		
		04-02-2026		
		09-02-2026		
	CPU, Memory, Display Devices (CRT and LCD Monitors), Keyboard, Mouse, HDD.	11-02-2026		
		16-02-2026		
		18-02-2026		
		23-02-2026		
	Software and its types.	25-02-2026		
		02-03-2026		

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2		04-03-2026		
	Operating System: Definition, types and function of Operating System.	09-03-2026 11-03-2026 16-03-2026		
	Booting the system (Cold and warm).	16-03-2026		
3	Understanding the terminology of internet web browser, search engine, world wide web.	18-03-2026 23-03-2026 25-03-2026		
	Types of Networks.	30-03-2026 01-04-2026		
	Awareness about the government portals (state portals and national portals) and institute portals.	06-04-2026 08-04-2026		
4	File Management (Creating new document, saving a document, printing a document), Editing a document	13-04-2026 15-04-2026		
	Use of Home, Insert, Design Layout ribbons.	20-04-2026 22-04-2026		
5	Working with spread sheets, entering data into the cells	27-04-2026 29-04-2026		
	Merging cells, formula bar, usage of simple functions such as sum, average, min, max,	04-05-2026 06-05-2026		
	Percentage, round, floor, ceiling, conditional formatting of cells.	11-05-2026 13-05-2026		
	Doubt clearing Session	18-05-2026		
6	Concept of online frauds, threats of online crime.	18-05-2026		
	Concept of online frauds, threats of online crime, virus attacks and use of antivirus.	20-05-2026 25-05-2026		
	Revision	25-05-2026		

Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1 and Unit-2	04-03-2026		
A-2	Unit-3 and Unit-4	15-04-2026		
A-3	Unit-5, Unit-6	06-05-2026		

House Test/Class Test


Name of test	Syllabus for Tests	Proposed Date	Actual Date	Remarks
Class Test -1	Unit-1 and Unit-2	As per HPTSB Academic Schedule		
Class Test -2	Unit-3 and Unit-4			
House Test - 1	Unit-1, Unit-2, Unit-3, Unit-4, Unit-5 Overview			

Lab Plan

Sr. No.	Topics for Practice	Proposed Date		Actual Date		Remarks
		G-I	G-II	G-I	G-II	
1	Identify the various hardware components of a computer system.	27-01-2026 30-01-2026	31-01-2026 02-02-2026			
2	Assemble the hardware components of a computer system.	03-02-2026 06-02-2026	07-02-2026 09-02-2026			
3	Install Windows Operating System on a computer system.	10-02-2026 13-02-2026 17-02-2026	14-02-2026 16-02-2026 21-02-2026			
4	Study the features of the desktop; create a new folder and a new file on the desktop.	20-02-2026 24-02-2026 27-02-2026 03-03-2026	23-02-2026 28-02-2026			
5	Work with different web browsers (Google Chrome, Internet Explorer); set a default homepage and study various browser settings.	06-03-2026 10-03-2026 13-03-2026	02-03-2026 07-03-2026			
6	Use search engines (Google and Yahoo) to search for information; create an e-mail account.	17-03-2026 20-03-2026 24-03-2026	09-03-2026 14-03-2026 16-03-2026			
7	Visit various e-Governance / Digital India portals and understand the services offered.	27-03-2026 31-03-2026 03-04-2026	21-03-2026 23-03-2026 28-03-2026			
8	Open, create, and save documents; locate files; copy contents to different files; protect files using password protection; set margins, tabs, ruler, indenting; enter text; use cut, copy, and paste using toolbars.	07-04-2026 10-04-2026 14-04-2026 17-04-2026 21-04-2026 24-04-2026	30-03-2026 04-04-2026 06-04-2026 11-04-2026 13-04-2026 18-04-2026			
9	Format documents; create and edit tables; perform Mail Merge.	28-04-2026 01-05-2026	20-04-2026 25-04-2026			

8/2

		05-05-2026	27-04-2026			
10	Work with MS Excel: create worksheets; copy, move, and merge cells; apply formatting features.	08-05-2026 12-05-2026 15-05-2026	02-05-2026 04-05-2026 09-05-2026			
11	Use formulas and functions to prepare a worksheet storing subject marks of ten students and perform the following: Calculate student-wise total and average <ul style="list-style-type: none"> • Calculate subject-wise total and average • Calculate overall percentage and individual student percentage • Create charts and present data in table form 	19-05-2026 22-05-2026 26-05-2026	11-05-2026 16-05-2026 18-05-2026 23-05-2026 25-05-2026			


 (Signature of Teacher)
 Er. Sanjeev Kumar


 (Signature of HOD)

Approved

 Principal
 Govt. Polytechnic for Women Rehan