



### LESSON PLAN

Program Name	Computer Engineering
Subject Name	Introduction to IT System
Subject Code	ES102
Semester	2 <sup>nd</sup>
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 Henry 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.	29-01-2024 31-01-2024 05-02-2024		
	CPU, Memory, Display Devices (CRT and LCD Monitors), Keyboard, Mouse, HDD.	07-02-2024 12-02-2024		
2	Software and its types.	14-02-2024		
	Operating System: Definition, types and function of Operating System.	19-02-2024 21-02-2024		
	Booting the system (Cold and warm).	26-02-2024 28-02-2024		
3	Understanding the terminology of internet-web browser, search engine, world wide web.	04-03-2024 06-03-2024		

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	Types of Networks.			
	Awareness about the government portals (state portals and national portals) and institute portals.	11-03-2024 13-03-2024		
4	File Management (Creating new document, saving a document, printing a document), Editing a document	18-03-2024 20-03-2024		
	Class Test – 1	4 <sup>th</sup> Week of March		
	Use of Home, Insert, Design Layout ribbons.	27-03-2024		
5	Working with spread sheets, entering data into the cells	01-04-2024		
	Merging cells, formula bar, usage of simple functions such as sum, average, min, max,	03-04-2024 08-04-2024		
	Percentage, round, floor, ceiling, conditional formatting of cells.	10-04-2024 22-04-2024		
	Doubt clearing Session	24-04-2024		
6	Concept of online frauds, threats of online crime.	29-04-2024 01-05-2024 06-05-2024		
	Class Test – 2 (As per HPTSB Schedule)	4 <sup>th</sup> Week of April		
	Concept of online frauds, threats of online crime, virus attacks and use of antivirus.	08-05-2024 13-05-2024 15-05-2024		
	Revision	20-05-2024		
		22-05-2024		

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## Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1 and Unit-2	28/02/2024		
A-2	Unit-3 and Unit-4	27/03/2024		
A-3	Unit-5, Unit-6	15/05/2023		

## House Test/Class Test

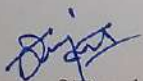
Name of test	Syllabus for Tests	Proposed Date	Actual Date	Remarks
Class Test -1	Unit-1 and Unit-2	As per HPTSB Academic Schedule		
Class Test -2	Unit-3 and Unit-4			
House Test - 1	Unit-1, Unit-2, Unit-3, Unit-4, Unit-5 Overview			

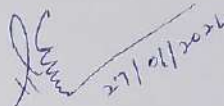
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## Lab Plan

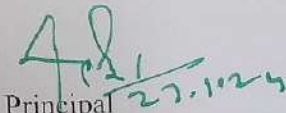
Sr. No.	Name of Practical	Proposed Date		Actual Date		Remarks
		G1	G2	G1	G2	
1	To identify the various hardware components of computer system.	29-01-2024 30-01-2024	02-02-2024 09-02-2024			
2	To identify the various hardware components of computer system.	05-02-2024 06-02-2024	02-02-2024 09-02-2024			
3	To install Windows OS on computer system.	12-02-2024 13-02-2024 19-02-2024	16-02-2024 23-02-2024 01-03-2024			
4	To study the various features offered on the desktop, creating new folder and new file on the desktop.	20-02-2024 26-02-2024 27-02-2024	16-02-2024 23-02-2024			
5	To work on different web browsers (google chrome, internet explorer), setting up default homepage on browser and study the various settings available.	04-03-2024 05-03-2024	01-03-2024 15-03-2024			
6	To open search engines (google and yahoo) and search different information using the search engines. Creating an e-mail Account.	11-03-2024 12-03-2024	08-03-2024 15-03-2024			
7	Visit various e-governance/digital India Portals and understanding the services offered.	18-03-2024 19-03-2024	22-03-2024 29-03-2024			
8	Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file, Setting margins, tab setting, ruler, indenting, Entering text, cut, copy, paste using tool-bars.	26-03-2024 01-04-2024 02-04-2024 08-04-2024 09-04-2024	22-03-2024 05-04-2024 12-04-2024			
9	Formatting a document, Creating and editing tables, mail-merge.	16-04-2024 22-04-2024 23-04-2024	05-04-2024 12-04-2024 19-04-2024 26-04-2024			
10	Working on MS - EXCEL- Creating a worksheet in Excel. Copy, Move and Merge the cells and Use various Formatting features.	29-04-2024 30-04-2024 06-05-2024	19-04-2024 26-04-2024 03-05-2024			
11	Using formula and functions prepare worksheet for storing	07-05-2024 13-05-2024	03-05-2024 17-05-2024			

	subject marks of ten students and perform the following: Calculate the student wise total and average. Calculate the subject wise total and average. Calculate the overall percentage and also individual percentage of the student. Create a chart for the above.	14-05-2024 20-05-2024	17-05-2024 24-05-2024			
12	Doubt Clearing Session	21-05-2024	24-05-2024			

  
(Signature of Teacher)

  
(Signature of HOD)

Approved

  
Principal  
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