Government Polytechnic Sundernagar

Lesson Plan for the Session February – July 2024
Branch: Computer (2nd Semester)

Subject Name : Introduction to IT Systems   **Subject Teacher: Er. Akhil Pundir**

Sr no	Month	Date	Name of Chapter	Contents to be taught	Remarks
1	January	31/01/2024		Block Diagram of Computer System,	
4	February	02/02/2024 07/02/2024 09/02/2024	UNIT 1: Basics of Computer System	General Understanding of various hardware components- CPU, Memory, Display Devices (CRT and LCD Monitors), Keyboard,	
5		14/02/2024		Display Devices (CRT and LCD Monitors), Keyboard	
6		16/02/2024		Mouse, HDD	
7		21/02/2024		Software and its types,	
8		23/02/2024	UNIT 2: Software Concepts	Operating System: Definition,	
9		28/02/2024		types and function of Operating	
10		01/03/2024		System Booting the system (Cold and warm)	
11		06/03/2024			
12	March	13/03/2024 13/03/2024 15/03/2024		Understanding the terminology of internet-web browser, search engine, world wide web	
13		20/03/2024	UNIT 3: Internet Skills	Types of Networks.	
15		22/03/2024		Awareness about the government portals (state portals and national portals) and institute portals.	
16		27/03/2024 03/04/2024		File Management (Creating new document, saving a document, printing a document)	
17		05/04/2024	UNIT 4: Working with MS- Word	Editing a document, use of Home toolbar	
18	April	10/04/2024			
19		12/04/2024		Insert, Design Layout ribbons.	
20		19/04/2024		Working with spread sheets, entering data into the cells, merging cells	
21		01/05/2024 03/05/2024 08/05/2024	UNIT 5: Working with MS- Excel	formula bar, usage of simple functions such as sum, average, min, max, percentage, round	
22	May	15/05/2024 17/05/2024		floor, ceiling, conditional formatting of cells.	–
23		22/05/2024	UNIT 6: Information Security	Concept of online frauds, threats of online crime,	
24		24/05/2024		virus attacks and use of antivirus.	

Subject Teacher

H.O.D (Applied Sciences)