

Lesson Plan

Name of Faculty : Dr. Surender Kumar, Sh. Ajay Singh, Sh. Krishan Singh
Discipline : Computer Engg, Mech. Engg., Arch. Assist., Inst. & Control
Semester : 1st year
Subject : Information Technology
Lesson Plan Duration : 30 Weeks (from 16 November 2020 to 30 June 2021))
Work Load (Lecture/ Practical) per week (in hours): Lectures-00 Practical- 02

Week	Theory		Practical	
	Lecture day	Topic (including assignment / test)	Practical day	Topics to be explained through demonstration /Practical
1 st			1 st	Unit - 1 Basic Concepts of IT and Its Application Information Technology concept and scope, applications of IT. in office, Air and Railway Ticket reservation, Banks financial transactions, E-Commerce and E- Governance applications etc. Practical 1: Given a PC, name its various components and peripherals. List their functions
2 nd			2 nd	Ethics of IT, concept of online frauds, threats of IT crimes. Practical 1: Given a PC, name its various components and peripherals. List their functions
3 rd			3 rd	Unit - 2 Block diagram of a computer, components of computer system, CPU. Practical 2: Installing various components of computer system and installing system software and application software
4 th			4 th	Memory, Input devices; keyboard, Scanner, mouse etc; Practical 3: Installation of I/O devices, printers and installation of operating system viz. Windows/BOSS/ LINUX.

5 th			5 th	<p>Output devices; VDU, LCD, Printers etc.</p> <p>Practical 4: Features of Windows as an operating system</p> <ul style="list-style-type: none"> ▪ Start ▪ Shut down and restore ▪ Creating and operating on the icons ▪ Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.) ▪ Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders ▪ Changing settings like, date, time, colour (back ground and fore ground etc.) ▪ Using short cuts ▪ Using on line help
6 th			6 th	<p>Primary and Secondary Memory: RAM, ROM, magnetic disks – tracks and sectors, optical disk (CD, DVD & Blue Ray Disk.), USB/Flash Drive.</p> <p>Practice of Practical 4</p>
7 th			7 th	<p>Unit - 3</p> <p>System software, Application software, Virtualization software and Utility software.</p> <p>Practical 5. Word Processing (MS Office/Open Office)</p> <p>a) File Management:</p> <ul style="list-style-type: none"> ▪ Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file <p>b) Page set up:</p> <ul style="list-style-type: none"> ▪ Setting margins, tab setting, ruler, indenting <p>c) Editing a document:</p> <ul style="list-style-type: none"> ▪ Entering text, cut, copy, paste

				<p>using tool- bars</p> <p>d) Formatting a document:</p> <ul style="list-style-type: none"> ▪ Using different fonts, changing font size and colour, changing the appearance through bold/italic/underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods ▪ Aligning of text in a document, justification of document, inserting bullets and numbering
8 th			8 th	<p>Introduction of Operating System, Installation of Window / Linux, Features of OPEN OFFICE /MS OFFICE (MS word, Excel, PowerPoint).</p> <ul style="list-style-type: none"> ▪ Formatting paragraph, inserting page breaks and column breaks, line spacing ▪ Use of headers, footers: Inserting footnote, end note, use of comments, auto text ▪ Inserting date, time, special symbols, importing graphic images, drawing tools <p>e) Tables and Borders:</p> <ul style="list-style-type: none"> ▪ Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table ▪ Print preview, zoom, page set up, printing options ▪ Using find, replace options <p>f) Using Tools like:</p> <ul style="list-style-type: none"> ▪ Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelopes and labels ▪ Using shapes and drawing toolbar ▪ Working with more than one window

9 th		FIRST SESSIONAL		Practice of Practical 5
10 th				<p>Unit - 4 Basics of Networking – LAN, WAN, Wi-Fi technologies</p> <p>Practical 6: Spread Sheet Processing (MSOffice/Open Office)</p> <p>a) Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, save worksheet, switching between different spread sheets</p> <p>b) Menu commands: Create, format charts, organise, manage data, solving problem by analyzing data. Programming with Excel Work Sheet, getting information while working</p>
11 th				<p>File checking</p> <p>c) Work books: Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet, conditional formatting</p> <p>d) Creating a chart: Working with chart types, changing data in chart, formatting a chart, use chart to analyze data Using a list to organize data, sorting and filtering data in list</p>
12 th				<p>e) Retrieve data with query: Create a pivot table, customizing a pivot Table. Statistical analysis of data</p> <p>f) Exchange data with other application: Embedding objects, linking to other Applications, import, export document.</p>

13 th				Practice of Practical 6
14 th				<p>Sharing of printers and other resources, Concept of IP addresses.</p> <p>Practical 7: PowerPoint Presentation (MS Office/Open Office)</p> <p>a) Introduction to PowerPoint</p> <ul style="list-style-type: none"> ▪ How to start PowerPoint ▪ Working environment: concept of toolbars, slide layout & templates. ▪ Opening a new/existing presentation ▪ Different views for viewing slides in a presentation: normal, slide sorter. <p>b) Addition, deletion and saving of slides</p>
15 th				<p>DNS, introduction of internet, applications of internet like: e-mail and browsing, concept of search engine and safe searching</p> <p>c) Insertion of multimedia elements</p> <ul style="list-style-type: none"> • Adding text boxes • Adding/importing pictures • Adding movies and sound • Adding tables and charts etc. • Adding organizational chart • Editing objects • Working with Clip Art
16 th				<p>Various browsers like Internet explorer/Microsoft Edge, Mozilla Firefox, use of cookies and history, WWW (World Wide Web), hyperlinks,</p> <p>Practical 7 :d) Formatting slides</p> <ul style="list-style-type: none"> • Using slide master • Text formatting • Changing slide layout • Changing slide colour scheme • Changing background • Applying design template

17 th				<p>Introduction to Anti-virus.</p> <p>Practical 7 :</p> <p>e) How to view the slide show?</p> <ul style="list-style-type: none"> • Viewing the presentation using slide navigator • Slide transition • Animation effects, timing, order etc. <p>f) Use of Pack and Go Options.</p>
18 th				Practice of Practical 7
19 th				Revision
20 th				Practice of Practical 7
21 st				Practice of Practical 7
22 nd				File checking
23 rd				File checking
24 th				<p>Practical 8:</p> <p>Internet and its Applications</p> <p>a) Establishing an internet connection</p>
25 th				<p>b) Browsing and down loading of Information from internet.</p> <p>c) Sending and receiving e-mail</p> <ul style="list-style-type: none"> - Creating a message - Creating an address book - Attaching a file with e-mail message - Receiving a message - Deleting a message

26 th				d) Assigning IP Addresses to computers and use of domain names
27 th				Practice of Practical 8
28 th				Practical 9: 9. Functioning of Antivirus a) Installation and updatation of an antivirus
29 th				b) How to scan and remove the viruses.
30 th				Practice of Practical 9