Govt. Polytechnic Hamirpur (H.P.)
Lesson Plan: Introduction to IT Systems

Branch: **Computer Engg.**

Subject: **Introduction to IT Systems**

Class Mode: **Offline**

Semester: **2nd**

Teacher: **Mukesh Bhardwaj**

Proposed lesson Plan

Lecture Number	Topics to be covered	Reference/ Resource	Remarks
	Unit 1 : Basics of Computer Systems		
1	Block Diagram of Computer System	R3	Lecture delivery will be through classroom teaching and Notes will be shared during lecture
2	General Understanding of various hardware components	R3, R2	
3	CPU	R3, R2	
4	Memory	R2,	
5	Display Devices (CRT and LCD Monitors)	R1	
6	Keyboard, Mouse	R1	
7	HDD	R2	
	Unit 2 : Software Concepts		
8	Software and its types	R2	Lecture delivery will be through classroom teaching as well as power point presentations.
9	Operating System: Definition,	R3	
10	Types of Operating System	R3	
11	Functions of Operating System	R3	
12	Booting the system (Cold and warm).	R3	
	Unit 3 : Internet Skills		
13	Understanding the terminology of internet	R3	Lecture delivery will be through classroom teaching as well as power point presentations.
14	Web browser	R3	
15	Search engine	R3, R2	
16	World Wide Web	R3, R2	
17	Network	R2,	
18	Types of Networks	R1	
19	Awareness about the government portals (state portals and national portals) and institute portals.	R1	
	Unit 4 : Working with MS Word		
20	File Management (Creating new document, saving a document, printing a document)	R2	Lecture delivery will be through classroom teaching and Notes will be shared during lecture
21	Editing a document	R1	
22	Use of Home	R1	
23	Use of Insert	R2	
24	Use of Design Layout ribbons.		

		Unit 5 : Working with MS Excel		
	25	Working with spread sheets	R3, R2	Lecture delivery will be through classroom teaching and Notes will be shared during lecture
	26	Entering data into the cells	R3, R2	
	27	Merging cells and formula bar	R2,	
	28	Usage of simple functions such as sum, average, min, max, percentage	R1	
	29	Other functions such as Round, floor, ceiling, conditional formatting of cells	R1	
		Unit 6 : Information Security		
	30	Concept of online frauds	R4	Lecture delivery will be through classroom teaching and Notes will be shared during lecture
	31	Threats of online crime, virus attacks and	R4	
	32	Use of antivirus.	R4	

Teaching Resources:

R1: R.S. Salaria, Computer Fundamentals, Khanna Publishing House.

R2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi

R3 Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi

R4. Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi.

Date: 01/02/2025

Mukesh

Teacher Signature

(Mukesh Bhardwaj)

c/s HOD Signature

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