

GOVT. POLYTECHNIC, HAMIRPUR (H.P.)
Lesson Planning

Branch: Computer Engineering

Semester: 2nd

Subject: IITS

Session: Jan.-June 2024

Teacher: Ekta Sharma

Laboratory: Yes

Sr. No.	No of Lectures	Chapter/Unit Description	Detailed contents	Reference Resources	Remarks
1	07	Basics of Computer Systems	Block Diagram of Computer System, General Understanding of various hardware components- CPU, Memory, Display Devices (CRT and LCD Monitors), Keyboard, Mouse, HDD.	R1, R2	
2	05	Software Concepts	Software and its types, Operating System: Definition, types and function of Operating System, Booting the system (Cold and warm).	R1, R2	
3	07	Internet Skills	Understanding the terminology of internet-web browser, search engine, world wide web, Types of Networks. Awareness about the government portals (state portals and national portals) and institute portals.	R1, R2	
4	05	Working with MS- Word	File Management (Creating new document, saving a document, printing a document), Editing a document, use of Home, Insert, Design Layout ribbons.	R1, R2	
5	05	Working with MS- Excel	Working with spread sheets, entering data into the cells, merging cells, formula bar, usage of simple functions such as sum, average, min, max, percentage, round, floor, ceiling, conditional formatting of cells.	R1, R2	
6	03	Information Security	Concept of online frauds, threats of online crime, virus attacks and use of antivirus.	R1, R2	

References:

R1: Book by Dr. Vipin Arora.

R2: R.S. Salaria, Computer Fundamentals, Khanna Publishing House

Ekta Sharma
27/01/24
Signature of Teacher with Date
(EKTA SHARMA)

[Signature]
27/1/2024
Signature of HOD

GOVT. POLYTECHNIC, HAMIRPUR (H.P.)
Practical Planning

Branch: Computer Engineering

Semester: 2nd

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Laboratory: Yes

Sr. No.	No of Practical hours planned	Aim of the Practical	Reference for Procedure/ Writeup	Remarks
1	08	To identify the various hardware components of computer system.	R1	
2	08	To assemble hardware components of Computer System.	R1	
3	08	To install Windows OS on computer system.	R1	
4	04	To study the various features offered on the desktop, creating new folder and new file on the desktop.	R1	
5	04	To work on different web browsers (google chrome, internet explorer), setting up default homepage on browser and study the various settings available.	R1	
6	04	To open search engines (google and yahoo) and search different information using the search engines. Creating an e-mail Account.	R1	
7	04	Visit various e-governance/digital India Portals and understanding the services offered.	R1	
8	04	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.	R1	
9	04	Formatting a document, Creating and editing tables, mail-merge.	R1	
10	04	Working on MS – EXCEL- Creating a worksheet in Excel. Copy, Move and Merge the cells and Use various Formatting features.	R1	
11	04	Using formula and functions prepare worksheet for storing 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.	R1	

References:

R1: Lab Manual

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