Department of Computer Engineering

Atal Bihari Vajpayee Govt. Institute of Engineering & Technolog,

Pragatinagar, Gumma (H.P) – 171202

LESSON PLAN

(for Theory)

Program Name	Electronics & Communication Engineering
Subject Name	Introduction to IT Systems
Subject Code	ES102
Semester	2nd
Subject Teacher Name	Er. Sweety Rangta

Evaluation Scheme

Sr. No.	Subject Name	Study Scheme (Hrs/Week)		Marks in Evaluation Scheme	
		Th	Pr	Internal Assessment	External Asement
1	Introduction to IT Systems	02	–	40	60
Reference Books	1. https://www.javatpoint.com/computer-components				
	2. https://www.youtube.com/watch?v=jzvMjRTmlt8				
	3. Introduction to IT SYSTEMS , True –Edu Publications				

Course Outcomes (COs)

At the end of the course the students will be able to comfortably work on computer, install and configure operating system, assemble a PC and connect it to external devices, write documents, create worksheets, protect information and computers from basic abuses and attacks

Teaching Plan

Unit No.	Topic	Proposed Dates (Mon & Wed)	Actual Dates	Remarks
Unit 1	**Block Diagram of Computer System**	**28 Jan, 2 Feb**		
	General Understanding of CPU	**4 Feb, 9 Feb**		
	General Understanding of Memory	11 Feb		
	General Understanding of Display Devices	16 Feb		
	General Understanding of Keyboard, Mouse, HDD	18 Feb		
	Revision – Unit 1	**23 Feb**		
Unit 2	**Software and its Types**	**25 Feb, 2 Mar**		
	Definition and Types of Operating System	4 Mar		
	Functions of Operating System	**9 Mar, 16 Mar**		
	Booting: Cold and Warm Booting	18 Mar		
	Revision – Unit 2	**23 Mar**		
Unit 3	Terminology: Web Browser, Search Engine	25 Mar		
	World Wide Web	**30 Mar, 1 Apr**		
	Types of Networks	6 Apr		
	Awareness: Government and Institute Portals	8 Apr		
	Revision – Unit 3	**13 Apr**		
–	**1st Class Test (Units 1, 2 & 3)**	**11 Mar 2026**		
Unit 4	**File Management: Create, Save, Print**	**20 Apr, 22 Apr**		
	Editing Documents	27 Apr		
	Use of Home Ribbon	**29 Apr, 4 May**		
	Use of Insert and Design Layout Ribbons	6 May		
	Revision – Unit 4	**18 May**		
–	**2nd Class Test (Units 4 & 5)**	**15 Apr 2026**		
Unit 5	**Working with Spreadsheets**	**20 May, 22 May**		
	Entering Data into Cells, Merging Cells	25 May		
	Formula Bar & Functions (SUM, AVG, MIN, MAX)	**27 May**		
	Conditional Formatting	—		
	Revision – Unit 5	—		
Unit 6	Concept of Online Frauds and Threats	—		
	Virus Attacks and Use of Antivirus	—		
	Measures for Cybersecurity	—		
	Awareness of Cyber Laws	—		
–	**House Test (Full Syllabus)**	**13 May 2026**		

Assignment

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit -1 and Unit - 2	March 01, 2026		
A-2	Unit-3 and Unit-4	April 02, 2026		
A-3	Unit-5 and unit-6	May 07, 2026		

House Test/Class Test

Name of Test	Syllabus for Test	Proposed Date	Actual Date	Remarks
Class Test - 1	Unit -1,2,3	As per HPTSB Academic Schedule		
Class Test - 2	Unit 4 ,5			
House Test - 1	Unit-1,2,3,4,5,6			

Signature of Course Teacher with Name

(Sweety Rayta)

Approved By
OIC/HOD/Principal