

Department of Computer Engineering  
Atal Bihari Vajpayee Govt. Institute of Engineering & Technology,  
Pragatinagar, Gumma (H.P) – 171202

**LESSON PLAN**  
(for practicals)

Program Name	Electronics & Communication Engineering
Subject Name	Introduction to IT Systems Lab
Subject Code	ES 108
Semester	2 <sup>nd</sup>
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	---	04	40	60
Reference Books	1. Introduction to IT SYSTEMS , True –Edu Publications				

**Course Outcomes (COs)**

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

## Teaching Plan

Sr. No.	Topic for Practice	Proposed Dates (Wednesday & Friday)	Actual Dates	Remarks
1	To identify the various hardware components of the computer system	28 Jan, 30 Jan		
2	To assemble hardware components of the computer system	4 Feb, 6 Feb		
3	To install Windows OS on the computer system	18 Feb, 20 Feb		
4	To study desktop features, creating new folders and files	25 Feb, 27 Feb		
5	To work on different web browsers and study browser settings	18 Mar, 20 Mar		
6	To use search engines and create an e-mail account	25 Mar, 27 Mar		
7	Visit various e-Governance / Digital India portals	8 Apr, 10 Apr		
8	MS Word: create, save, protect documents; margins, tabs, indentation	22 Apr, 24 Apr		
9	Formatting documents; tables; mail merge	29 Apr, 1 May		
10	MS Excel: create worksheet; copy, move, merge cells; formatting	20 May, 22 May		
11	Use Excel formulas & functions; prepare marksheet; create charts	27 May		

Signature of Course Teacher with Name

(Sweety Rayta)

Approved By  
OIC/HOD/Principal