

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

LESSON PLAN

(for practicals)

Program Name	Electrical Engineering
Subject Name	Introduction to IT Systems Lab
Subject Code	ES 108
Semester	2 nd
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	Group 1 Proposed (Tue & Sat)	Group 2 Proposed (Wed & Fri)	Group 1 Actual Dates	Group 2 Actual Dates	Remarks
1	Identify hardware components	27 Jan, 31 Jan	28 Jan, 30 Jan			
2	Assemble hardware components	3 Feb, 7 Feb	4 Feb, 6 Feb			
3	Install Windows OS	17 Feb, 21 Feb	18 Feb, 20 Feb			
4	Desktop features, folders & files	24 Feb, 28 Feb	25 Feb, 27 Feb			
5	Web browsers & settings	17 Mar, 21 Mar	18 Mar, 20 Mar			
6	Search engines & email creation	24 Mar, 28 Mar	25 Mar, 27 Mar			
7	E-Governance portals	7 Apr, 11 Apr	8 Apr, 10 Apr			
8	MS Word document operations	21 Apr, 25 Apr	22 Apr, 24 Apr			
9	Formatting, tables, mail merge	28 Apr, 2 May	29 Apr, 1 May			
10	MS Excel basics & formatting	19 May, 23 May	20 May, 22 May			
11	Excel formulas & charts	26 May	27 May			

Signature of Course Teacher with Name

(Sweety Rayto)

Approved By
OIC/HOD/Principal