

<b>Government Polytechnic Panchkula</b>			
Name of Faculty: Sh Ravinder Sheoran, Lecturer in Computer Engg.			
Discipline: Architecture Assistantship			
Subject: Information Technology			
Lesson Plan Duration: 2020-21			
<b>Week</b>	<b>Practical</b>		
	<b>Practical Day</b>	<b>Topic</b>	<b>Group</b>
<b>Week 1</b>	Day 1	Basic Concepts of IT	G-I
	Day 2	Basic Concepts of IT	G-II
<b>Week 2</b>	Day 3	Information Technology concept and scope	G-I
	Day 4	Information Technology concept and scope	G-II
<b>Week 3</b>	Day 5	Applications of IT	G-I
	Day 6	Applications of IT	G-II
<b>Week 4</b>	Day 7	Name of Component and Peripherals device	G-I
	Day 8	Name of Component and Peripherals device	G-II
<b>Week 5</b>	Day 9	List of Functions of Peripherals Devices	G-I
	Day 10	List of Functions of Peripherals Devices	G-II
<b>Week 6</b>	Day 11	Installing various components of computer system	G-I
	Day 12	Installing various components of computer system	G-II
<b>Week 7</b>	Day 13	Types of Software: System Software, Application Software and Utility	G-I
	Day 14	Types of Software: System Software, Application Software and Utility	G-II
<b>Week 8</b>	Day 15	Introduction Of Computer Hardware	G-I
	Day 16	Introduction Of Computer Hardware	G-II
<b>Week 9</b>	Day 17	components of computer system	G-I
	Day 18	components of computer system	G-II
<b>Week 10</b>	Day 19	<b>1st Internal Assessment Exam</b>	
	Day 20	CPU, Memory, Input devices:- keyboard, Scanner	G-I
<b>Week 11</b>	Day 21	CPU, Memory, Input devices:- keyboard, Scanner	G-II
	Day 22	Output devices: VDU, LCD, Printers	G-I
<b>Week 12</b>	Day 23	Output devices: VDU, LCD, Printers	G-II
	Day 24	Types of Memory Primary and Secondary Memory	G-I
<b>Week 13</b>	Day 25	Types of Memory Primary and Secondary Memory	G-II
	Day 26	Types of Primary Memory: RAM, ROM	G-I
<b>Week 14</b>	Day 27	Types of Primary Memory: RAM, ROM	G-II
	Day 28	Types of Secondary Memory: HDD, PEN DRIVE, CD, DVD,	G-I
<b>Week 15</b>	Day 29	Types of Secondary Memory: HDD, PEN DRIVE, CD, DVD,	G-II
	Day 30	Installation of I/O devices, printers	G-I
<b>Week 16</b>	Day 31	Installation of I/O devices, printers	G-II
	Day 32	Installation of operating system Window/Linux	G-I
<b>Week 17</b>	Day 33	<b>2nd Internal Assessment Exam</b>	
	Day 34	Installation of operating system Window/Linux	G-II
<b>Week 18</b>	Day 35	installing system software and application software	G-I
	Day 36	installing system software and application software	G-II

	Day 37	Introduction of Operating System, Start, Shut down and Restore,	G-I
<b>Week 19</b>	Day 38	Introduction of Operating System, Start, Shut down and Restore,	G-II
<b>Week 20</b>	Day 39	Introduction of word Processing(MS Office/Open Office)	G-I
	Day 40	Introduction of word Processing(MS Office/Open Office)	G-II
<b>Week 21</b>	Day 41	File management: opening, creating and saving a document, locating	G-I
	Day 42	File management: opening, creating and saving a document, locating	G-II
<b>Week 22</b>	Day 43	Editing a document: Entering text, cut, copy, paste	G-I
	Day 44	Editing a document: Entering text, cut, copy, paste	G-II
<b>Week 23</b>	Day 45	Formatting a document like different font size and colour/ bold, italic,	G-I
	Day 46	Formatting a document like different font size and colour/ bold, italic,	G-II
<b>Week 24</b>	Day 47	Introduction to Spread Sheet Processing(MS Office/Open Office)	G-I
	Day 48	Introduction to Spread Sheet Processing(MS Office/Open Office)	G-II
<b>Week 25</b>	Day 49	Starting excel, open worksheet, enter, edit, data, formulae to calculate	G-I
	Day 50	Starting excel, open worksheet, enter, edit, data, formulae to calculate	G-II
<b>Week 26</b>	Day 51	Menu Commands, Create, format chars, manage data, Manage workbooks( create, open,	G-I
	Day 52	Menu Commands, Create, format chars, manage data, Manage workbooks( create, open,	G-II
<b>Week 27</b>	Day 53	Creating a chart, its types and working with chart	G-I
	Day 54	Creating a chart, its types and working with chart	G-II
<b>Week 28</b>	Day 55	Create a pivot table, customizing a pivot table, Import and export	G-I
	Day 56	Create a pivot table, customizing a pivot table, Import and export	G-II
<b>Week 29</b>	Day 57	Introduction to Power Point Presentations, open a new slide, addition,	G-I
	Day 58	Introduction to Power Point Presentations, open a new slide, addition,	G-II
<b>Week 30</b>	Day 59	Inserting of Multimedia elements(adding text boxes, adding/importing	G-I
	Day 60	Inserting of Multimedia elements(adding text boxes, adding/importing	G-II
<b>Week 31</b>	Day 61	Introduce to internet and Networking(LAN, WAN, MAN), Sharing of	G-I
	Day 62	Introduce to internet and Networking(LAN, WAN, MAN), Sharing of	G-II
<b>Week 32</b>	Day 63	Applications of Internet like e-mail, search engine, various web browser	G-I
	Day 64	Applications of Internet like e-mail, search engine, various web browser	G-II
<b>Week 33</b>	Day 65	World wide web, Hyperlinks	G-I
	Day 66	World wide web, Hyperlinks	G-II
<b>Week 34</b>	Day 67	Introduction to antivirus(Installation and updation of an antivirus	G-I
	Day 68	Introduction to antivirus(Installation and updation of an antivirus	G-II
<b>Week 35</b>	Day 69	How to scan and remove the virus.	G-I
	Day 70	How to scan and remove the virus.	G-II