

Government Polytechnic Panchkula			
Name of Faculty: Miss Neha Midha, Lecturer in Computer Engg.			
Discipline: Mechanical/Electrical/Computer Engg.			
Subject: Information Technology			
Lesson Plan Duration: 2020-21			
Week	Practical		
	Practical Day	Topic	Group
Week 1	Day 1	Basic Concepts of IT	G-I
	Day 2	Basic Concepts of IT	G-II
Week 2	Day 3	Information Technology concept and scope	G-I
	Day 4	Information Technology concept and scope	G-II
Week 3	Day 5	Applications of IT	G-I
	Day 6	Applications of IT	G-II
Week 4	Day 7	Name of Component and Peripherals device	G-I
	Day 8	Name of Component and Peripherals device	G-II
Week 5	Day 9	List of Functions of Peripherals Devices	G-I
	Day 10	List of Functions of Peripherals Devices	G-II
Week 6	Day 11	Installing various components of computer system	G-I
	Day 12	Installing various components of computer system	G-II
Week 7	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
Week 8	Day 15	Introduction Of Computer Hardware	G-I
	Day 16	Introduction Of Computer Hardware	G-II
Week 9	Day 17	components of computer system	G-I
	Day 18	components of computer system	G-II
Week 10	Day 19	1st Internal Assessment Exam	
	Day 20	CPU, Memory, Input devices:- keyboard, Scanner	G-I
Week 11	Day 21	CPU, Memory, Input devices:- keyboard, Scanner	G-II
	Day 22	Output devices: VDU, LCD, Printers	G-I
Week 12	Day 23	Output devices: VDU, LCD, Printers	G-II
	Day 24	Types of Memory Primary and Secondary Memory	G-I
Week 13	Day 25	Types of Memory Primary and Secondary Memory	G-II
	Day 26	Types of Primary Memory: RAM, ROM	G-I
Week 14	Day 27	Types of Primary Memory: RAM, ROM	G-II
	Day 28	Types of Secondary Memory: HDD, PEN DRIVE, CD, DVD,	G-I
Week 15	Day 29	Types of Secondary Memory: HDD, PEN DRIVE, CD, DVD,	G-II
	Day 30	Installation of I/O devices, printers	G-I
Week 16	Day 31	Installation of I/O devices, printers	G-II
	Day 32	Installation of operating system Window/Linux	G-I
Week 17	Day 33	2nd Internal Assessment Exam	
	Day 34	Installation of operating system Window/Linux	G-II
Week 18	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
Week 19	Day 38	Introduction of Operating System, Start, Shut down and Restore,	G-II
Week 20	Day 39	Introduction of word Processing(MS Office/Open Office)	G-I
	Day 40	Introduction of word Processing(MS Office/Open Office)	G-II
Week 21	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
Week 22	Day 43	Editing a document: Entering text, cut, copy, paste	G-I
	Day 44	Editing a document: Entering text, cut, copy, paste	G-II
Week 23	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
Week 24	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
Week 25	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
Week 26	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
Week 27	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
Week 28	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
Week 29	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
Week 30	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
Week 31	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
Week 32	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
Week 33	Day 65	World wide web, Hyperlinks	G-I
	Day 66	World wide web, Hyperlinks	G-II
Week 34	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
Week 35	Day 69	How to scan and remove the virus.	G-I
	Day 70	How to scan and remove the virus.	G-II