

| LESSON PLANNING | | | |
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| Name of Faculty: MS. SHALU | | | |
| Discipline: DMLT/FT/CSE/ARCH.ASST | | | |
| Subject: Information Technology | | | |
| Lesson Plan Duration: 2021-2022 | | | |
| 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 Assesment 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 Assesment 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 |

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| | 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 |