

Lesson Plan

Name of the Faculty: Ms. Karuna (Practical)

Discipline: Department of Applied Sciences and Humanities

Semester: Diploma 1st Sem

Subject: Basics of Information Technology

Work Load (Lecture/Practical) per week (in hours): Lectures-00, Practicals-04

| Week | Theory | | Practical | |
|-----------------|-------------|-----------------------------------|------------------|---|
| | Lecture day | Topic (including assignment/test) | Practical day | Topic |
| 1 st | | | 1 st | Demonstration on Basic Concepts of IT and Its Application |
| | | | 2 nd | Demonstration on Computer Hardware |
| 2 nd | | | 3 rd | Demonstration on Software Concepts |
| | | | 4 th | Demonstration on Internet Concepts |
| 3 rd | | | 5 th | Given a PC, name its various components and peripherals(Draw at least 5 figures yourself). List their functions . Identify and understand front panel and back panel connections of a Computer system |
| | | | 6 th | Installation of operating system viz. Windows/BOSS-LINUX, Software licenses and open ware concepts |
| 4 th | | | 7 th | Installation of I/O devices, printer's driver and installing application software |
| | | | 8 th | Features of Windows as an operating system:- Start , Booting process, Shut down and restore, Creating and operating on the icons , GUI concepts |
| 5 th | | | 9 th | Opening, closing and sizing the windows and working with windows interfacing Elements, Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders, file naming rules and conventions, Changing settings like, date, time, colour |
| | | | 10 th | Word Processing (MS Office/Open Office):- Create a Business Letter and Personal Letter, Create a Company Letterhead, Create a Simple Newsletter with minimum three columns, Insert a Clip art in the newsletter. |
| 6 th | | | 11 th | Create a Resume for a Job Application, Create the cover page of a Project Report (use Word Art, insert Picture Image), Prepare the class time table for your class. |

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| | | | 12th | Spread Sheet Processing (MS Office/Open Office):- Create a worksheet with five columns. Enter ten records and find the sum of all columns using auto sum feature |
| 7th | | | 13th | You have a monthly income of Rs.20000. Your monthly expenditures are Rent- Rs 5500, Food- Rs. 3500, Electricity- Rs.220, Phone- Rs. 150, and Cable TV-Rs. 250. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month) |
| | | | 14th | Create a worksheet containing the pay details(containing Basic pay, DA, HRA ,Other Allowance , Deductions- PF,PT, Insurance, Gross and Net salary) of the employees using formulas. The pay sheet must pick different cell data automatically and calculate |
| 8th | | | 15th | Create a Simple Bar Chart to highlight the sales of a company for three different periods, Create a Pie Chart for a sample data and give legends |
| | | | 16th | PowerPoint Presentation (MS Office/Open Office):- Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices |
| 9th | | | 17th | Create a presentation about a book/novel containing Title, Author, Publisher and Contents. Create an automated (with timings & animation) Presentation with five slides about different Models of Computers. Use Presentation tool |
| | | | 18th | Introduction to AutoCAD:- Basic introduction and operational instructions of various commands in AutoCAD |
| 10th | | | 19th | Simple commands like LINE, CIRCLE, arc, rectangle, polygons, ellipse, polyline, splines, text, etc. along with editing commands copy, mirror, offset, arrays, move, extend, break, trim, lengthen, chamfer, fillet..etc., |
| | | | 20th | Two sheets on AutoCAD should be made comprising of cube, cuboid, cone, pyramid, truncated cone and pyramid, sphere and combination of above solids |
| 11th | | | 21st | Internet and its Applications:- Establishing an internet connection, Browsing and downloading of information from internet. |
| | | | 22nd | Sending and receiving e-mail <ul style="list-style-type: none"> • Attaching a file with e-mail message • Moving a message to a folder |
| 12th | | | 23rd | Using Open Course Ware, NPTEL, MIT, NCTEL |

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| | | | 24th | Functioning of Antivirus, firewall:- Installation and updatation of an antivirus |
| 13th | | | 25th | How to scan and remove the virus |
| | | | 26th | Revision |
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| 14th | | | 27th | Revision |
| | | | 28th | Revision |
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| 15th | | | 29th | Revision |
| | | | 30th | Revision |
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