

LESSON PLAN	
GOVERNMENT POLYTECHNIC SAMBALPUR, RENGALI	
Name of Faculty: Hritik Shriansh Gupta	Academic Year: 2024-25
Course No.: Pr-1 (b)	Course Name: Introduction to IT Systems (Practical)
Programme: Diploma	Branch: Elect., Agri., E&TC
Year/Sem: I/I	Section: C, D, E

Sl. No.	Period	Time (Min)	Topic to be Covered	Activity
1.	1, 2	120	Using a computer	Experiment 1.1: How to: a. Starting a computer b. Restarting a computer c. Shutdown a computer
2.	3, 4	120	Identifying Hardware Components of a computer	Experiment 1.2: Identify the following: a. Different ports on the computer b. Different Components inside Computer
3.	5, 6	120	Identifying Hardware Components of a computer	Experiment 1.2: Identify the following: a. Different ports on the computer b. Different Components inside Computer
4.	7, 8	120	Browsers	Experiment 1.3: Identifying different components of a browser.
5.	9, 10	120	Browsers	Experiment 1.4: How to activate ad blocker in Chrome Browser.
6.	11, 12	120	Digital India Portal	Experiment 1.5: Checking Aadhaar update status through UIDAI portal.
7.	13, 14	120	Digital India Portal	Experiment 1.6: Searching and enrolling in a MOOC Course in Swayam portal.
8.	15, 16	120	Operating System Installation	Experiment 2.1: Installing Ubuntu Linux
9.	17, 18	120	Operating System Installation	Experiment 2.2: Installing MS Windows 10
10.	19, 20	120	HTML	Experiment 3.1: Creating a basic Webpage have some information.
11.	21, 22	120	HTML & CSS	Experiment 3.2: Creating a webpage having a table of personal details in tabular format and using inline CSS to give background color to page and table
12.	23, 24	120	HTML & CSS	Experiment 3.3: Creating a contact us page and using Internal CSS to design it
13.	25, 26	120	CSS	Experiment 3.4: Creating an External CSS file to design the webpage made in Experiment 3.1.
14.	27, 28	120	OpenOffice	Experiment 4.1: Installing OpenOffice.
15.	29, 30	120	OpenOffice Writer	Experiment 4.2: Creating a personal data form in OpenOffice Writer.
16.	31, 32	120	OpenOffice Calc	Experiment 4.3: Creating a marks table in Spreadsheet.
17.	33, 34	120	OpenOffice Impress	Experiment 4.4: Creating a 5 slides presentation on "My Hobby".
18.	35, 36	120	Information Security Best Practices	Experiment 5.1: Scanning for Virus and Malware using MS Defender.
19.	37, 38	120	Information Security Best Practices	Experiment 5.2: Turning on Secure Boot option.
20.	39, 40	120	Information Security Best Practices	Experiment 5.3: Creating a backup of the System and turning on automatic backup option.
21.	41, 42	120	Revision	Revision
22.	43, 44	120	Revision	Revision
23.	45, 46	120	Revision	Revision
24.	47, 48	120	Revision	Revision

25.	49, 50	120	Revision	Revision
26.	51, 52	120	Revision	Revision
27.	53, 54	120	Revision	Revision
28.	55, 56	120	Revision	Revision
29.	57, 58	120	Revision	Revision
30.	59, 60	120	Revision	Revision

H Gupta

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