

LESSON PLAN

SUB: INTRODUCTION TO IT SYSTEM

BRANCH:- MECHANICAL ENGINEERING

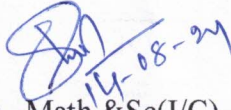
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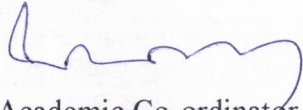
NAME OF FACULTY: PRAFULLA KUMAR MUNDA (LECT.IN CSE)




GOVERNMENT POLYTECHNIC, BHADRAK

Session:2024-2025


HOD , Math & Sc(I/C)


Academic Co-ordinator
Academic Co-ordinator


Principal
Govt. Polytechnic, Bhadrak
**Govt. Polytechnic
Bhadrak**

Discipline: Mechanical Engineering	Semester: 1 st , Winter/2024	Name of the Faculty: Prafulla Kumar Munda, Lecturer stage -II Email ID: prafulla.guia@gmail.com
Subject: Introduction to IT System Th-1	No. of Days/week: 03	Start Date: 16/08/2024 End Date: 24/12/2024

Week	Class Day	Theory Topics
1 st	1 st	UNIT 1: Internet Skills and Computer BASICS Basic Internet Skills, Understanding A Browser, Efficient Use Of Search Engines
	2 nd	Awareness About Digital India Portals, State Portal, College Portal
	3 rd	Central Processing Unit (Cpu), Types Of Computer Memory
2 nd	1 st	Display, Other Peripheral Devices
	2 nd	Doubt clearing of unit 1
	3 rd	UNIT 2: OPERATING SYSTEMS Linux Os Installation
3 rd	1 st	Windows Os Installation
	2 nd	Unix Shell , Features of Shell , Shell Types
	3 rd	Shell Commands, Directory and File Manipulation Commands, Terminal, Information & Utility Commands
4 th	1 st	VI EDITOR, Command mode, Insert mode
	2 nd	Doubt clearing/Revision of unit 2
	3 rd	UNIT 3: HTML AND CSS, HYPER TEXT MARKUP LANGUAGE 4 (HTML4), Structure of an HTML Document, How to create a Webpage?, Basic HTML Tags
5 th	1 st	Page Setting Tags, Listing Tags
	2 nd	Adding Graphics to HTML, Working with HTML Tables
	3 rd	Linking Webpages
6 th	1 st	HTML Forms
	2 nd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	3 rd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
7 th	1 st	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	2 nd	MAKING BASIC PERSONAL WEBPAGE
	3 rd	Doubt clearing /revision of unit 3
8 th	1 st	UNIT 4: OPEN OFFICE TOOLS INSTALLATION OF OPEN OFFICE, The Advantages of OpenOffice
	2 nd	OPENOFFICE WRITER, Parts of Writer Interface, Title Bar, Menu Bar Toolbars, Right-click (context) menus Rulers Status bar
	3 rd	Starting a Document, Opening a Document, Saving a Document, Closing a Document, Printing a Document, Selection
9 th	1 st	Cutting, and Pasting in a document, Character Formatting, Paragraph Formatting, Finding and Replacing of Text, Spelling and Grammar Checking, AutoCorrect
	2 nd	OPENOFFICE CALC Introduction to Spreadsheet, Sheets, and Cells, Parts of CALC Interface

	3 rd	Formula bar, Individual cells, Sheet tabs
10 th	1 st	Formula bar, Individual cells, Sheet tabs
	2 nd	Starting, Opening, Saving, and Closing a Document
	3 rd	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
11 th	1 st	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
	2 nd	OPENOFFICE IMPRESS Creating new Presentation, Parts of IMPRESS Interface
	3 rd	Formatting a Presentation, Applying an Animation Effect
12 th	1 st	Starting an animation effect , Inserting slides , Selecting a layout
	2 nd	Running the Slide Show, Printing a Presentation
	3 rd	Doubt clearing /revision of unit 4
13 th	1 st	UNIT 5: INFORMATION SECURITY BEST PRACTICES INTRODUCTION TO INFORMATION SECURITY What is Information?, What is Information Security?, What are Information Security Goals?
	2 nd	THREATS TO INFORMATION SECURITY Malware Social Engineering Attacks Network Threats
	3 rd	COMBATING INFORMATION SECURITY THREATS, Firewall, Data Backup, Virtual Private Network (VPN)
14 th	1 st	Encryption, Anti-Virus Software, Intrusion Detection System (IDS), Intrusion Prevention System (IPS)
	2 nd	INFORMATION SECURITY BEST PRACTICES, General Computer usage, General Internet Brow sing, Password Management, Removable Inform ation Storage Media
	3 rd	Email Communic ation, Home Wi-Fi Network, Avoiding Social Engineering Attacks, Smart Device (Smart Phone, Tabs, etc.),
15 th	1 st	Social Networking, Instant Messaging (IM), Online transaction / ATM, Public Computer
	2 nd	Doubt clearing/revision/question answer discussion
	3 rd	Discussion Questions and answers


 Signature of faculty