

# LESSON PLAN

**SUB: INTRODUCTION TO IT SYSTEM**  
**BRANCH:-COMPUTER SCIENCE & ENGINEERING**  
**SEMESTER: 2<sup>ND</sup>**

**NAME OF FACULTY: MAHESWARI SAMAL (GUEST FACULTY IN CSE)**



## GOVERNMENT POLYTECHNIC, BHADRAK

**Session:2024-2025**

HOD, Math & Sci (C)

Academic Co-ordinator

**Academic Co-ordinator**

Principal

Govt. Polytechnic, Bhadrak

**Govt. Polytechnic  
Bhadrak**

<b>Discipline:</b> Computer Science & Engg.	<b>Semester:</b> 2 <sup>nd</sup> , Summer/2025	<b>Name of the Faculty:</b> Maheswari Samal, Guest Faculty in CSE <b>Email ID:</b> <a href="mailto:maheswarisamal98@gmail.com">maheswarisamal98@gmail.com</a>
<b>Subject:</b> Introduction to IT System (Th-1)	<b>No. of Days/week:</b> 03 <b>No. of Credits :</b> 03	<b>Start Date:</b> 04/02/2025 <b>End Date:</b> 17/05/2025

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



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

*Maheswari Samal*  
Signature of faculty