

LESSON PLAN SUMMER(2024-25)

DISCIPLINE: IT SYSTEM		SEMESTER: 2ND	NAME OF THE TEACHING FACULTY: SRI SAMARJIT NAYAK (GF)	
Subject: Introduction to IT system		No. of Days/per week class allotted: 03 classes	Semester From date: 04.02.2025 to Date : 17/05/2025	
Total period allotted: 60		No. of Weeks: 15		
Week	Class Day	Theory/Practical Topics		No of periods allotted
1ST	1st	unit :1 INTERNET SKILLS AND COMPUTER BASICS 1.1 BASIC INTERNET SKILLS 1.1.1 What Is the Internet? 1.1.2 Common Applications of the Internet 1.1.3 Glossary for the Internet Basics		1
	2nd	1.2 UNDERSTANDING A BROWSER 1.2.1 Elements of a Chrome Browser Window 1.2.2 Common Browser Features 1.2.3 Constituent of a Web Browser		1
	3rd	1.3 EFFICIENT USE OF SEARCH ENGINES 1.3.1 What is a Search Engine? 1.3.2 Some Popular Browser Variants 1.3.3 Types of Web Searches 1.3.4 How do Search Engines Work? 1.3.5 How to Search the Web?		1
2nd	1st	1.11: Advanced Filters for Search 1.12: User interface for Google Advanced Search . 1.13: Digital India Focus 1.14: Digital India Pillars		1
	2nd	Google Search Symbols, Operators & Commands, Google Advanced Search ,1.4 AWARENESS ABOUT DIGITAL INDIA PORTALS 1.4.1 What is Digital India? 1.4.2 Pillars of Digital India Program:		1
	3rd	1.18: Computer System Block Diagram 1.19: Microprocessor Chip 281.20: Classification of Memories		1
3rd	1st	1.5 STATE PORTAL 1.5.1 Features of State Portals 1.5.2 How to Navigate a State Portal? 1.6 COLLEGE PORTAL ,How to Navigate a College Portal?		1
	2nd	COMPUTER SYSTEM 1.7 CENTRAL PROCESSING UNIT (CPU) 1.7.1 Microprocessor 1.7.2 Arithmetic and Logical Unit (ALU) 1.7.3 Control Unit (CU) 1.7.4 Memory Unit		1
	3rd	1.8 TYPES OF COMPUTER MEMORY 1.8.1 Primary Memory ,Random Access Memory (RAM) , Read-only Memory (ROM) 1.8.2 Secondary memory		1
4th	1st	1.9 DISPLAY 1.10 KEYBOARDS 1.11 MOUSE 1.12 HARD DISK DRIVE (HDD) Comparison between HDD and SSD 1.13 OTHER PERIPHERAL DEVICES 1.13.1 Input Devices 1.13.2 Output Devices 1.13.3 Storage Devices		1
	2nd	UNIT 2: OPERATING SYSTEMS 2.1 LINUX OS INSTALLATION		1
	3rd	2.2 WINDOWS OS INSTALLATION		1
5th	1ST	2.3 UNIX SHELL 2.3.1 Features of Shell 2.3.2 Shell Types		1
	2nd	2.4 SHELL COMMANDS 2.4.1 Directory and File Manipulation Commands , pwd: print working directory , cd: change directory , ls: lists content of directory		1
	3rd	,mkdir: create a new directory ,rmdir: remove a directory If its empty , rm: remove files ,mv: move ,touch: create file ,cat: vlew complete file content ,cp: copy files		1
6th	1st	2.4.2 Terminal, Information & Utility Commands ,lear: clears the terminal,echo: write a string to standard output device, repeat: repeats commands ,lstry: lists the commands typed during the session		1
	2nd	,help: display information about built-in commands ,wc: word count,diff: display differences , cmp:compare to file ,grep: globally search for regular expression and print out		1
	3rd	2.5 VI EDITOR 2.5.1 Command mode 2.5.2 Insert mode		1
	1st	3.1 HYPER TEXT MARKUP LANGUAGE 4 (HTML4) 3.1.1 Structure of an HTML Document 3.1.2 How to create a Webpage? 3.1.3 Basic HTML Tags 3.1.4 Page Settling Tags		1
		3.1.5 Listing Tags 3.1.6 Adding Graphics to HTML 3.1.7 Working with HTML Tables 3.1.8 Linking Webpages , Internal Document Reference Images as Hyperlinks		1

7TH	2nd	3.1.9 HTML Forms ,Input Tag , Text Area , Drop Down Box	1
	3rd	3.2 CASCADED STYLE SHEETS (CSS) 3.2.1 Ways to Apply CSS to an HTML document	1
	1st	3.2.2 CSS Selectors 3.2.3 CSS Propertles	1
8TH	2nd	Text Editor and Web Browser Method (the ultimate way) 10W3Schools Online Code Edltor (the exciting way)	1
	3rd	3.3 MAKING BASIC PERSONAL WEBPAGE	1
	1st	4.1 INSTALLATION OF OPENOFFICE The Advantages of OpenOffice	1
9th	2nd	4.2 OPENOFFICE WRITER 4.2.1 Parts of Writer Interface, Title Bar ,Menu Bar , Toolbars Right-clck (context) menus , Rulers ,Status bar	1
	3rd	4.2.2 Startling a Document 4.2.3 Opening a Document 4.2.4 Saving a Document 4.2.5 Closing a Document 4.2.6 Printing a Document	1
	1st	4.2.7 Selection, Cutting, and Pasting In a Document , 4.2.8 Character Formatting , 4.2.9 Paragraph Formatting ,4.2.10 Finding and Replacing of text	1
10th	2nd	4.2.11 Spelling and Grammar Checking 4.2.12 AutoCorrect 4.3 OPENOFFICE CALC 4.3.1 Introduction to Spreadsheet, Sheets, and Cells	1
	3rd	4.3.2 Parts of CALC Interface Formula bar Individual cells Sheet tabs	1
	1st	4.3.3 Starting, Opening, Saving, and Closing a Document 4.3.4 Freezing/Unfreezing Rows and Columns , Freezing a row and a column , Unfreezing	1
11th	2nd	4.3.5 Creating a Chart ,4.3.6 Creating Formulas	1
	3rd	4.4 OPENOFFICE IMPRESS 4.4.1 Creating new Presentation 4.4.2 Parts of IMPRESS Interface Slides Pane Tasks Pane Workspace 137 Toolbars Status bar Navigator	1
	1st	4.4.3 Formatting a Presentation ,Inserting slides Selecting a layout , Modifying the slide elements	1
12th	2nd	4.4.4 Applying an Animation Effect ,Starting an animation effect, 4.4.5 Running the Slide Show , 4.4.6 Printing a Presentation	1
	3rd	5.1 INTRODUCTION TO INFORMATION SECURITY 5.1.1 What is Information? , 5.1.2 What is Information Security? , 5.1.3 What are Inform ation Security Goals?	1
	1st	5.2 THREATS TO INFORMATION SECURITY ,5.2.1 Malware 5.2.2 Social Engineering Attacks 5.2.3 Network Threats , 5.3 COMBATING INFORMATION SECURITY THREATS , 5.3.1 Firewall ,5.3.2 Data Backup	1
13th	2nd	5.3.3 Virtual Private Network (VPN) 5.3.4 Encrypti on 5.3.5 Anti-Virus Software 5.3.6 Intrusion Detection System (IDS) 5.3.7 Intrusion Prevention System (IPS)	1
	3rd	5.4 INFORMATION SECURITY BEST PRACTICES 5.4.1 General Computer usage 5.4.2 General Internet Brow sling 5.4.3 Password Management 5.4.4 Removable Inform ation Storage Media	1
	1st	5.4.5 Email Communic ation 5.4.6 Home WI-FI Network 5.4.7 Avoiding Social Engineering Attacks 5.4.8 Smart Device (Smart Phone, Tabs, etc.) Checkll st for secure androl d device	1
14th	2nd	5.4.9 Social Networking Registering an account 5.4.10 Instant Messaging (IM)	1
	3rd	5.4.11 Online transaction / ATM Automated Teller Machine (ATM) 5.4.12 Public Computer	1
	1st	REVISION	1
15th	2nd	REVISION	1
	3rd	REVISION	1