

LESSON PLAN WINTER(2024-25)

DISCIPLINE: IT SYSTEM		SEMESTER: 1ST		NAME OF THE TEACHING FACULTY: SRI SAMARJIT NAYAK (GF)	
Subject: Introduction to It system		No. of Days/per week class allotted: 03classes		Semester From date:02.9.2024 to Date : 11.12.2024	
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 2.2 WINDOWS OS INSTALLATION		1	
	3rd	2.3 UNIX SHELL 2.3.1 Features of Shell 2.3.2 Shell Types		1	
5th	1ST	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	
	2nd	,mkdir: create a new directory ,rmdir: remove a directory If its empty , rm: remove files ,mv: move ,touch: create file ,cat: view complete file content ,cp: copy files		1	
	3rd	2.4.2 Terminal, Information & Utility Commands ,lear: clears the terminal,echo: write a string to standard output device, repeat: repeats commands ,istory: lists the commands typed during the session		1	
6th	1st	,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	
	2nd	2.5 VI EDITOR 2.5.1 Command mode 2.5.2 Insert mode		1	
	3rd	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 Setting Tags		1	

7TH	1st	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
	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
8TH	1st	3.2.2 CSS Selectors 3.2.3 CSS Properties	1
	2nd	Text Editor and Web Browser Method (the ultimate way) 10W3Schools Online Code Editor (the exciting way)	1
	3rd	3.3 MAKING BASIC PERSONAL WEBPAGE	1
9th	1st	4.1 INSTALLATION OF OPENOFFICE The Advantages of OpenOffice	1
	2nd	4.2 OPENOFFICE WRITER 4.2.1 Parts of Writer Interface, Title Bar ,Menu Bar , Toolbars Right-click (context) menus , Rulers ,Status bar	1
	3rd	4.2.2 Starting 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
10th	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
	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
11th	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
	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
12th	1st	4.4.3 Formatting a Presentation ,Inserting slides Selecting a layout , Modifying the slide elements	1
	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 Information Security Goals?	1
13th	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
	2nd	5.3.3 Virtual Private Network (VPN) 5.3.4 Encryption 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 sing 5.4.3 Password Management 5.4.4 Removable Inform ation Storage Media	1
14th	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.) Checkli st for secure androi d device	1
	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
15th	1st	REVISION	1
	2nd	REVISION	1
	3rd	REVISION	1