

# LESSON PLAN

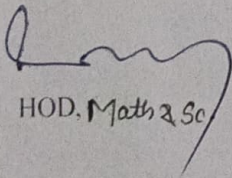
SUB: INTRODUCTION TO IT SYSTEM  
BRANCH:- MECHANICAL ENGINEERING  
SEMESTER:1<sup>ST</sup>

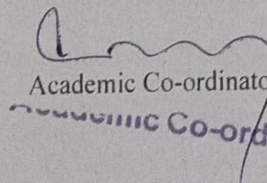
NAME OF FACULTY: MAHESWARI SAMAL (GUEST FACULTY IN CSE)

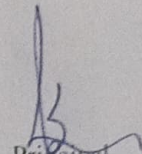


**GOVERNMENT POLYTECHNIC,  
BHADRAK**

**Session:2025-2026**

  
HOD, Math & Sc

  
Academic Co-ordinator  
Academic Co-ordinator

  
Principal  
Govt. Polytechnic, Bhadrak

<b>Discipline: Mechanical Engg.</b>	<b>Semester: 1<sup>ST</sup> , Winter/2025</b>	<b>Name of the Faculty:</b> Maheswari Samal Lecturer in CSE(GF) <b>Email</b> <b>ID:</b> maheswarisamal98@gmail.com
<b>Subject: Introduction to IT System (Th-1)</b>	<b>No. of Days/week: 03</b>	<b>Start Date: 06/08/2025</b> <b>End Date: 04/12/2025</b>

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

	3 <sup>rd</sup>	Interface
10 <sup>th</sup>	1 <sup>st</sup>	Formula bar, Individual cells, Sheet tabs
	2 <sup>nd</sup>	Starting, Opening, Saving, and Closing a Document
	3 <sup>rd</sup>	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
11 <sup>th</sup>	1 <sup>st</sup>	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
	2 <sup>nd</sup>	OPENOFFICE IMPRESS Creating new Presentation, Parts of IMPRESS Interface
	3 <sup>rd</sup>	Formatting a Presentation, Applying an Animation Effect
12 <sup>th</sup>	1 <sup>st</sup>	Starting an animation effect, Inserting slides, Selecting a layout
	2 <sup>nd</sup>	Running the Slide Show, Printing a Presentation
	3 <sup>rd</sup>	Doubt clearing /revision of unit 4
13 <sup>th</sup>	1 <sup>st</sup>	<b>UNIT 5: INFORMATION SECURITY BEST PRACTICES</b> INTRODUCTION TO INFORMATION SECURITY What is Information?, What is Information Security?, What are Information Security Goals?
	2 <sup>nd</sup>	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>	1 <sup>st</sup>	Encryption, Anti-Virus Software, Intrusion Detection System (IDS), Intrusion Prevention System (IPS)
	2 <sup>nd</sup>	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>	1 <sup>st</sup>	Social Networking, Instant Messaging (IM), Online transaction / ATM, Public Computer
	2 <sup>nd</sup>	Doubt clearing/revision/question answer discussion
	3 <sup>rd</sup>	Discussion Questions and answers

*Maheswari Samal*

Signature of Faculty