LESSON PLAN

SUB: INTRODUCTION TO IT SYSTEM
BRANCH:-TEXTILE ENGINEERING
SEMESTER:1ST

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

GOVERNMENT POLYTECHNIC, BHADRAK
Session:2025-2026

HOD. Math & Sc. Academic Co-ordinator Principal
      Academic Co-ordinator Govt. Polytechnic, Bhadrak

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

Week	Class Day	Theory Topics
1st	1st	**UNIT 1: Internet Skills and Computer BASICS** Basic Internet Skills, Understanding A Browser, Efficient Use Of Search Engines
	2nd	Awareness About Digital India Portals, State Portal, College Portal
	3rd	Central Processing Unit (Cpu), Types Of Computer Memory
2nd	1st	Display, Other Peripheral Devices
	2nd	Doubt clearing of unit 1
	3rd	**UNIT 2: OPERATING SYSTEMS** Linux Os Installation
3rd	1st	Windows Os Installation
	2nd	Unix Shell , Features of Shell , Shell Types
	3rd	Shell Commands, Directory and File Manipulation Commands, Terminal, Information & Utility Commands
4th	1st	VI EDITOR, Command mode, Insert mode
	2nd	Doubt clearing/Revision of unit 2
	3rd	**UNIT 3: HTML AND CSS,** HYPER TEXT MARKUP LANGUAGE 4 (HTML4), Structure of an HTML Document, How to create a Webpage?, Basic HTML Tags
5th	1st	Page Setting Tags, Listing Tags
	2nd	Adding Graphics to HTML, Working with HTML Tables
	3rd	Linking Webpages
6th	1st	HTML Forms
	2nd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	3rd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
7th	1st	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	2nd	MAKING BASIC PERSONAL WEBPAGE
	3rd	Doubt clearing /revision of unit 3
8th	1st	**UNIT 4: OPEN OFFICE TOOLS** 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
	3rd	Starting a Document, Opening a Document, Saving a Document, Closing a Document, Printing a Document, Selection
9th	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
	3rd	
		Formula bar, Individual cells, Sheet tabs
10th	1st	
		Formula bar, Individual cells, Sheet tabs
	2nd	
		Starting, Opening, Saving, and Closing a Document
	3rd	
		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
	3rd	
		Formatting a Presentation, Applying an Animation Effect
12th	1st	
		Starting an animation effect , Inserting slides , Selecting a layout
	2nd	
		Running the Slide Show, Printing a Presentation
	3rd	
		Doubt clearing /revision of unit 4
13th	1st	
		UNIT 5: INFORMATION SECURITY BEST PRACTICES 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
	3rd	COMBATING INFORMATION SECURITY THREATS, Firewall, Data Backup, Virtual Private Network (VPN)
14th	1st	Encrypti on, 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
	3rd	Email Communic ation, Home Wi-Fi Network, Avoiding Social Engineering Attacks, Smart Device (Smart Phone, Tabs, etc.),
15th	1st	Social Networking, Instant Messaging (IM), Online transaction / ATM, Public Computer
	2nd	Doubt clearing/revision/question answer discussion
	3rd	Discussion Questions and answers

Maheswari Samal