

LESSON PLAN

SUB: INTRODUCTION TO IT SYSTEMS
BRANCH:-COMPUTER SCIENCE & ENGINEERING
SEMESTER: 2ND.

NAME OF FACULTY: MAHESWARI SAMAL



GOVERNMENT POLYTECHNIC, BHADRAK

Session:2025-2026

Jahelle
HOD, Math & Sc(I/C)
H.O.D.
Humanities & Sciences
Govt. Polytechnic, Bhadrak

[Signature]
Academic Co-ordinator
Academic Co-ordinator

[Signature]
Principal
Govt. Polytechnic, Bhadrak
Govt. Polytechnic, Bhadrak

Discipline: Computer Science & Engg.	Semester: 2 nd , Summer/2026	Name of the Faculty: Maheswari Samal, Guest Faculty in CSE Email ID: maheswarisamal98@gmail.com
Subject: Introduction to IT System (Th-1)	No. of Days/week: 03 No. of Credits : 03	Start Date: 09/01/2026 End Date: 08/05/2026

Week	Class Day	Theory Topics
1 st	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
	3 rd	Central Processing Unit (Cpu), Types Of Computer Memory
2 nd	1st	Display, Other Peripheral Devices
	2nd	Doubt clearing of unit 1
	3 rd	UNIT 2: OPERATING SYSTEMS Linux Os Installation
3 rd	1st	Windows Os Installation
	2nd	Unix Shell , Features of Shell , Shell Types
	3 rd	Shell Commands, Directory and File Manipulation Commands, Terminal, Information & Utility Commands
4 th	1st	VI EDITOR, Command mode, Insert mode
	2nd	Doubt clearing/Revision of unit 2
	3 rd	UNIT 3: HTML AND CSS, HYPER TEXT MARKUP LANGUAGE 4 (HTML4), Structure of an HTML Document, How to create a Webpage?, Basic HTML Tags
5 th	1st	Page Setting Tags, Listing Tags
	2nd	Adding Graphics to HTML, Working with HTML Tables
	3 rd	Linking Webpages
6 th	1st	HTML Forms
	2nd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	3 rd	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
7 th	1st	CASCADED STYLE SHEETS (CSS), MAKING BASIC PERSONAL WEBPAGE
	2nd	MAKING BASIC PERSONAL WEBPAGE
	3 rd	Doubt clearing /revision of unit 3
8 th	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
	3 rd	Starting a Document, Opening a Document, Saving a Document, Closing a Document, Printing a Document, Selection

9 th	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 rd	Formula bar, Individual cells, Sheet tabs
10 th	1st	Formula bar, Individual cells, Sheet tabs
	2nd	Starting, Opening, Saving, and Closing a Document
	3 rd	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
11 th	1st	Freezing/Unfreezing Rows and Columns, Creating a Chart, Creating Formulas
	2nd	OPENOFFICE IMPRESS - Creating new Presentation, Parts of IMPRESS Interface
	3 rd	Formatting a Presentation, Applying an Animation Effect
12 th	1st	Starting an animation effect , Inserting slides , Selecting a layout
	2nd	Running the Slide Show, Printing a Presentation
	3 rd	Doubt clearing /revision of unit 4
13 th	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
	3 rd	COMBATING INFORMATION SECURITY THREATS, Firewall, Data Backup, Virtual Private Network (VPN)
14 th	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 rd	Email Communication, Home Wi-Fi Network, Avoiding Social Engineering Attacks, Smart Device (Smart Phone, Tabs, etc.),
15 th	1st	Social Networking, Instant Messaging (IM), Online transaction / ATM, Public Computer
	2nd	Doubt clearing/Revision /Question answer discussion
	3 rd	Discussion Questions and answers

Maheswari Samal.

Signature of faculty