



**ACADEMIC LESSON PLAN FOR WINTER SEMESTER - 2024**  
**Dept. of Math & Sc., Govt. Polytechnic, Balasore**  
**Name of the Faculty : Kaushik Murmu (Lecturer-II CSE)**  
**INTRODUCTION TO IT SYSTEMS**

Course Code	: TH.1b	Class Test	: 30 Marks
Theory	: 3 P/W	End Semester Exam	: 70marks
Total Periods	: 45 P/ Sem	TOTAL MARKS	: 100 Marks
Examination	: 3 Hours	Start	: 16 <sup>th</sup> AUG 2024
Sem	: 1 <sup>ST</sup> E&TC Engg.		

WEEK	PERIOD	TOPIC
1st	1 <sup>st</sup>	<b>UNIT1:</b> Basic Internet Skills
	2 <sup>nd</sup>	Common Application of Internet
	3 <sup>rd</sup>	Understanding a Browser
2 <sup>nd</sup>	1 <sup>st</sup>	Common Browser features, Constituent of Browser
	2 <sup>nd</sup>	Efficient Use of Search Engines Types of Web Searches
	3 <sup>rd</sup>	Some Popular Browser variants
3 <sup>rd</sup>	1 <sup>st</sup>	How do search engine works
	2 <sup>nd</sup>	Awareness about Digital India Portal
	3 <sup>rd</sup>	Pillars of Digital India Program
4 <sup>th</sup>	1 <sup>st</sup>	State Portal: Features of State Portals
	2 <sup>nd</sup>	How to Naviagate a State Portal & College Portal
	3 <sup>rd</sup>	General Understanding of various Hardware Components: CPU
5 <sup>th</sup>	1 <sup>st</sup>	ALU & CU, Memory Unit
	2 <sup>nd</sup>	Types of Computer Memory
	3 <sup>rd</sup>	Monitors, Keyboard, Mouse, HDD & other peripheral Devices
6 <sup>th</sup>	1 <sup>st</sup>	<b>UNIT-2:</b> Operating Systems
	2 <sup>nd</sup>	Installation of Linux Operating System (Ubuntu)
	3 <sup>rd</sup>	Installation of MS Windows Operating System (Windows 10)
7 <sup>th</sup>	1 <sup>st</sup>	UNIX Shell, features of Shell
	2 <sup>nd</sup>	Shell Types
	3 <sup>rd</sup>	Shell Commands-pwd, mkdir, cd, rm, rmdir, mv
8 <sup>th</sup>	1 <sup>st</sup>	Shell Commands-touch, cat, cp, clear, history
	2 <sup>nd</sup>	VI Editor
	3 <sup>rd</sup>	<b>Unit-3:</b> HTML4, Structure of HTML document
9 <sup>th</sup>	1 <sup>st</sup>	How to create web pages, Basic HTML tags
	2 <sup>nd</sup>	Listing Tags, Adding Graphics to HTML
	3 <sup>rd</sup>	Working with HTML tables. Linking web pages
10 <sup>th</sup>	1 <sup>st</sup>	HTML forms
	2 <sup>nd</sup>	HTML forms
	3 <sup>rd</sup>	CSS

11 <sup>th</sup>	1 <sup>st</sup>	CSS Selectors, properties
	2 <sup>nd</sup>	Making a basic personal web page
	3 <sup>rd</sup>	Making a basic personal web page
12 <sup>th</sup>	1 <sup>st</sup>	<b>UNIT-4</b> Office Tools
	2 <sup>nd</sup>	Open Office Writer:- writer interface
	3 <sup>rd</sup>	Open Office Writer:- Stating a document, closing a document, Printing, Paragraph formatting
13 <sup>th</sup>	1 <sup>st</sup>	Open Office Spreadsheet(Calc):- parts of calc Interface
	2 <sup>nd</sup>	Open Office Spreadsheet(Calc):- Stating, Opening & closing a document, Freezing Rows/Columns, Craeting Charts, Creating Formulas
	3 <sup>rd</sup>	Open Office Impress:- Creating a Presentation, Parts of Interface
14 <sup>th</sup>	1 <sup>st</sup>	Open Office Impress:- Applying effects, Running a Presentation & Printing a Presentation
	2 <sup>nd</sup>	<b>UNIT-5:-</b> Introduction to Information Security
	3 <sup>rd</sup>	Threats to Information Security-malware
15 <sup>th</sup>	1 <sup>st</sup>	Combating information security threats firewall, data backup, vpn
	2 <sup>nd</sup>	Encryption, antivirus software
	3 <sup>rd</sup>	Information Security Best practices