



Lesson Plan for Introduction to IT System-Th1(b)

Academic semester 2024-(W)

Department of Math&Sc.

Government Polytechnic Balasore

Discipline: Mechanical	Semester: 1st	Name of the Faculty: Er. Swagatika Malik
Subject: IT System Code: Th1(b)	No of Days/per week class allotted: 3 P/W	Semester from date: 16/08/2024 To Date: 10/12/2024 No of weeks: 15
WEEK	PERIOD	TOPIC
1 st	1 st	BASIC COMPUTER & INTERNET SKILLS: General understanding of various computer components: Block Diagram of Computer
	2 nd	CPU, Display, Keyboard, Mouse
	3 rd	Memory and Memory heirarchy
2 nd	1 st	HDD, Pen Drive and SSD
	2 nd	Peripheral Devices (Printers, Scanners, Web camera & Barcode
	3 rd	Peripheral Devices (Printers, Scanners, Web camera & Barcode
3 rd	1 st	Computer Languages: Machine, Assembly & High Level Language
	2 nd	Programing Languages
	3 rd	Basic Internet Skills
4 th	1 st	Introduction to Network and Internet, Intranet and extranet
	2 nd	Understanding browser
	3 rd	Understanding of webpage and website
5 th	1 st	What is search engine and efficient use of search engines
	2 nd	Computer & Communication: Meaning of Web Address,
	3 rd	URL, IP address.
6 th	1 st	E mail.
	2 nd	Awareness about Digital India portals (state portals) and college portals
	3 rd	Awareness about Digital India portals (national portals) and college portals
7 th	1 st	Operating System Installation: Understanding of BIOS Program
	2 nd	Installation procedure for Windows Installation(Windows 8.1)
	3 rd	Installation procedure for Windows Installation(Windows 8.1)
8 th	1 st	Introduction to UNIX Operating System
	2 nd	Unix operating system Objectives

	3 rd	Unix operating system and its commands
9 th	1 st	Unix Shell
	2 nd	Vi Editor
	3 rd	Functions of Operating System
10 th	1 st	HTML and Scripting Languages Introduction to HTML4
	2 nd	HTML tags, elements.
	3 rd	HTML attributes.
11 th	1 st	HTML style and colour
	2 nd	HTML CSS
	3 rd	HTML links and images
12 th	1 st	Html table and lists
	2 nd	Office Tools: Introduction to Office tools(Apache Open Office writer)
	3 rd	Open office spreadsheet(Calc)
13 th	1 st	Open Office Impress
	2 nd	Information Security Best Practices: Introduction to information Security
	3 rd	Types of Information Security
	4 th	Types of Information Security
14 th	1 st	network security, application security, endpoint security,
	2 nd	Data security
	3 rd	Security Practices: strong password, Logoff public computers, Backup of personal information
15 th	1 st	Security Practices: strong password, Logoff public computers, Backup of personal information
	2 nd	Antivirus and firewall software
	3 rd	Cyber security and cyber attacks