Introduction To IT Systems

LESSON PLAN

BRANCH: 1st & 2nd SEM (Common To All Branches)

PREPARED BY

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LESSON PLAN

Discipline: All Branches	Semester:1st & 2nd	Name of Faculty : Banani Mohanty
Week	**Class Day**	**Theory**
1st	1st	**UNIT 1: INTERNET SKILLS AND COMPUTERS** **1.1 BASICS BASIC INTERNET SKILLS** **1.1.1** What is the Internet? **1.1.2** Common Applications of the Internet.
	2nd	**1.1.3** Glossary for the Internet Basics. **1.2 UNDERSTANDING A BROWSER** **1.2.1** Elements of a Chrome Browser Window.
	3rd	**1.2.2** Common Browser Features. **1.2.3** Constituent of a Web Browser
2nd	1st	**1.3 EFFICIENT USE OF SEARCH ENGINES** **1.3.1** What is a Search Engine? **1.3.2** Some Popular Browser Variants. **1.3.3** Types of Web Searches.
	2nd	**1.3.4** How do Search Engines Work? **1.3.5** How to Search the Web? **1.4 AWARENESS ABOUT DIGITAL INDIA PORTALS** **1.4.1** What is Digital India?
	3rd	**1.4.2** Pillars of Digital India Program: **1.5 STATE PORTAL** **1.5.1** Features of State Portals.
3rd	1st	**1.5.2** How to Navigate a State Portal?
	2nd	**1.6 COLLEGE PORTAL**
	3rd	**1.7 CENTRAL PROCESSING UNIT (CPU)** **1.7.1** Microprocessor **1.7.2** Arithmetic and Logical Unit (ALU) **1.7.3** Control Unit (CU) **1.7.4** Memory Unit
4th	1st	**1.8 TYPES OF COMPUTER MEMORY** **1.8.1** Primary Memory **1.8.2** Secondary Memory
	2nd	**1.9 DISPLAY** **1.10 KEYBOARDS**
	3rd	**1.11 MOUSE** **1.12 HARD DISK DRIVE (HDD)**
5th	1st	**1.13 OTHER PERIPHERAL DEVICES** **1.13.1** Input Devices
	2nd	**1.13.2** Output Devices **1.13.3** Storage Devices
	3rd	**1. Doubt Clearing class** **2. Quiz test** **3. Assignment**
6th	1st	**UNIT 2: OPERATING SYSTEMS** **2.1 LINUX OS INSTALLATION**
	2nd	**2.2 WINDOWS OS INSTALLATION**

	3rd	**2.3 UNIX SHELL** **2.3.1** Features of Shell **2.3.2** Shell Types

7th	**1st**	**2.4 SHELL COMMANDS** **2.4.1** Directory and File Manipulation Commands **2.4.2** Terminal, Information & Utility Commands
	2nd	**2.5 VI EDITOR** **2.5.1** Command mode **2.5.2** Insert mode
	3rd	**1. Doubt Clearing class** **2. Quiz test** **3. Assignment**
8th	**1st**	**UNIT 3: HTML AND CSS** **3.1 HYPER TEXT MARKUP LANGUAGE 4 (HTML4)** **3.1.1** Structure of an HTML Document **3.1.2** How to create a Webpage? **3.1.3** Basic HTML Tags **3.1.4** Page Setting Tags
	2nd	**3.1.7** Working with HTML Tables **3.1.8** Linking Webpages **3.1.9** HTML Forms
	3rd	**3.2 CASCADED STYLE SHEETS (CSS)** **3.2.1** Ways to Apply CSS to an HTML document **3.2.2** CSS Selectors **3.2.3** CSS Properties
9th	**1st**	**3.3 MAKING BASIC PERSONAL WEBPAGE**
	2nd	**1. Doubt Clearing class** **2. Quiz test** **3. Assignment**
	3rd	**UNIT 4: OPEN OFFICE TOOLS** **4.1 INSTALLATION OF OPENOFFICE** **4.1.1** The Advantages of Open Office
10th	**1st**	**4.2 OPENOFFICE WRITER** **4.2.1** Parts of Writer Interface **4.2.2** Starting a Document **4.2.3** Opening a Document **4.2.4** Saving a Document **4.2.5** Closing a Document **4.2.6** Printing a Document **4.2.7** Selection, Cutting, and Pasting in a Document
	2nd	**4.2.8** Character Formatting **4.2.9** Paragraph Formatting **4.2.10** Finding and Replacing of Text **4.2.11** Spelling and Grammar Checking **4.2.12** AutoCorrect
	3rd	**4.3 OPENOFFICE CALC** **4.3.1** Introduction to Spreadsheet, Sheets, and Cells **4.3.2** Parts of CALC Interface **4.3.3** Starting, Opening, Saving, and Closing a Document **4.3.4** Freezing/Unfreezing Rows and Columns

	1st	**4.3.5** Creating a Chart **4.3.6** Creating Formulas **4.4 OPENOFFICE IMPRESS** **4.4.1** Creating new Presentation

11th	2nd	**4.4.2** Parts of IMPRESS Interface **4.4.3** Formatting a Presentation **4.4.4** Applying an Animation Effect **4.4.5** Running the Slide Show **4.4.6** Printing a Presentation
	3rd	**1. Doubt Clearing class** **2. Quiz test** **3. Assignment**
12th	1st	**UNIT 5: INFORMATION SECURITY BEST PRACTICES** **5.1 INTRODUCTION TO INFORMATION SECURITY** **5.1.1** What is Information? **5.2.2** What is Information Security? **5.1.3** What are Information Security Goals?
	2nd	**5.2 THREATS TO INFORMATION SECURITY** **5.2.1** Malware **5.2.2** Social Engineering Attacks
	3rd	**5.2.3** Network Threats **5.3 COMBATING INFORMATION SECURITY THREATS** **5.4 INFORMATION SECURITY BEST PRACTICES** **5.4.1** General Computer usage **5.4.2** General Internet Browsing
13th	1st	**5.4.3** Password Management **5.4.4** Removable Information Storage Media **5.4.5** Email Communication **5.4.6** Home Wi-Fi Network
	2nd	**5.4.7** Avoiding Social Engineering Attacks **5.4.8** Smart Device (Smart Phone, Tabs, etc.) **5.4.9** Social Networking
	3rd	**5.4.10** Instant Messaging (IM) **5.4.11** Online transaction / ATM
14th	1st	**1. Doubt Clearing class** **2. Quiz test** **3. Assignment**
	2nd	**SCTE&VT Question Bank UNIT-1 Discussion and Practice.**
	3rd	**SCTE&VT Question Bank UNIT-2 Discussion and Practice.**
15th	1st	**SCTE&VT Question Bank UNIT-3 Discussion and Practice.**
	2nd	**SCTE&VT Question Bank UNIT-4 Discussion and Practice.**
	3rd	**SCTE&VT Question Bank UNIT-5 Discussion and Practice.**