

# LESSON PLAN (2021-2022)

Discipline : CIVIL ENGG.		Semester: 1st Sem	Name of the Teaching Faculty :Hemangini Dalei	
Subject :Introduction to IT System		No. of Days / per week class allotted : 03	Semester From date : 16.08.2.2024 To Date : 24.12.2024	
MONTH	Week	Day	Topics	
AUGUST			<b>UNIT-I</b>	
	3rd	5TH	Basic Internet skills: What is Internet, common applications of internet,Glossary of internet basics	
	4TH	1ST	Understanding browser:Elements of chrome browser,common browser features	
		2ND	Constituent of a web browser, efficient use of search engines, popular search engine variants	
		5TH	Types of web search, How do search engine work,How to search the web	
	5TH	2ND	awareness about Digital India Portal: What is digital India, Pillars of digital India program	
		5TH	state and national portals,and college portals.	
SEPTEMBER	1ST	1ST	memory	
		2ND	Display, Key- board, Mouse	
		5TH	HDD and other Peripheral Devices.	
	2nd	1ST	other input and output devices	
		<b>UNIT-II</b>		
		2ND	OS Installation (Linux)	
		5TH	OS Installation ( MS Windows)	
		2ND	Unix Shell, Features of shell, types of shell	
	3rd	5TH	Unix Commands:Directory and file manipulation command	
		4TH	1ST	Unix Commands:Directory and file manipulation command
			2ND	Unix Commands: Terminal, Information and Utility commands
	5TH	5TH	Unix Commands: Terminal, Information and Utility commands	
		1ST	Vi editor: command mode, insert mode	
	BER	1ST	2ND	question answer discution
<b>UNIT-III</b>				
3RD		5TH	HTML4:Structure of an HTML document	
		1ST	How to create a web page.	
		2ND	basic HTML Tags:	

OCTO	4TH	5TH	Page setting tags, Listing Tags
		1ST	Adding Graphics to HTML
		2ND	Working with HTML tables
		5TH	Linking web page
	5TH	1ST	Internal document reference, Image as hyperlink
		2ND	HTML forms
NOVEMBER	2nd	1ST	input tags, text area, drop down box
		2ND	Cascaded style sheets(CSS), how to apply CSS to HTML document
		5TH	CSS selectors, properties, Text editor and web browser method
	3rd	1ST	W3 schools online code editor, Making personal web page
			<b>UNIT-IV</b>
		2ND	Office Tools: Advantages of open office, OpenOffice Writer: parts of writer interface
	4TH	1ST	starting a document, opening a document, saving a document
		2ND	selection, cutting and pasting in a document, Character formatting, paragraph formatting
		5TH	finding and replacing of text, spelling and grammar checking, auto correct, open office CALC
	5TH	1ST	Introduction to Spreadsheet, sheets, and cells, Parts of CALC interface
		2ND	starting, opening, saving and closing a document, freezing a row and a column, creating a chart and formulas
		5TH	Open office impress: creating a new presentation, parts of impress interface, formatting a presentation
	DECEMBER	1ST	1ST
2ND			UNIT-IV question answer discussion
			<b>UNIT-V</b>
5TH			
2nd		1ST	Information security best practices: What is information, what is information security and its goals
		2ND	Threats to information security, combating information security threats,
		5TH	Information security best practices: general computer usage
3rd		1ST	general internet browsing, password management, removable information storage media
		2ND	E-mail communication, home wi-fi network, avoiding social engg. Attacks
		5TH	smart device, checklist for secure android device, social networking
4TH		1ST	Instant messaging, online transaction, ATM, public computer
		2ND	UNIT-V question answer discussion