

LESSON PLAN (2021-2022)

Discipline : METALLURGICAL 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			UNIT-I	
	3rd	5TH	Basic Internet skills: What is Internet, common applications of internet,Glossary of internet basics	
	4TH	2ND	Understanding browser:Elements of chrome browser,common browser features	
		4TH	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	
		4TH	state and national portals,and college portals.	
		5TH	General understanding of various computer hardware components – CPU, Memory,Types of memory	
	SEPTEMBER	1ST	2ND	Display, Key- board, Mouse
			4TH	HDD and other Peripheral Devices.
5TH			other input and output devices	
			UNIT-II	
2nd		2ND	OS Installation (Linux)	
		4TH	OS Installation (MS Windows)	
		5TH	Unix Shell, Features of shell, types of shell	
3rd		2ND	Unix Commands:Directory and file manipulation command	
		4TH	Unix Commands:Directory and file manipulation command	
		5TH	Unix Commands: Terminal, Information and Utility commands	
4TH		2ND	Unix Commands: Terminal, Information and Utility commands	
		4TH	Vi editor: command mode, insert mode	
		5TH	question answer discution	
				UNIT-III
1ST		2ND	HTML4:Structure of an HTML document	
	4TH	How to create a web page.		

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