

LESSON PLAN (2024-2025)

| 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 |
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| OCTOBER | 1ST | 2ND | HTML4:Structure of an HTML document |
| | | 4TH | How to create a web page. |
| | | 5TH | basic HTML Tags: |
| | 3rd | 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 |
| 4TH | | | UTIT-IV question answer discussion |
| | | | UNIT-V |
| 5TH | | | Information security best practices: What is information, what is information security and its goals |

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| DECEMBER | 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 |