

# LESSON PLAN (2024-2025)

Discipline : CIVIL ENGG.		Semester: 2nd 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)
		3rd	2ND
	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	Unix Commands: Terminal, Information and Utility commands

	5TH	1ST	Vi editor: command mode, insert mode
OCTOBER	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:
	4TH	5TH	Page setting tags, Listing Tags
		1ST	Adding Graphics to HTML
		2ND	Working with HTML tables
	5TH	5TH	Linking web page
		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>
	4TH	2ND	Office Tools: Advantages of open ofiice, OpenOffice Writer: parts of writer interface
		1ST	starting a document, opening a document, saving a document
		2ND	selection, cutting and pasting in adocument, Character formating, paragrapgh formating
	5TH	5TH	finding and replacing of text, spelling and grammar checking, auto correct, open office CALC
		1ST	Indtoduction to Spreadsheet, sheets ,and cells, Parts of CALC interface
		2ND	starting, opening ,saving and closing a document, freezing a row and a column, creating
	5TH	5TH	Open office impress: creating a new presentation, parts of impress interface, formating a
		1ST	applying an animation effect, running a slide show, printing a presentation

DECEMBER		2ND	UTIT-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