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| **LESSON PLAN** | |
| **JHARSUGUDA ENGINEERING SCHOOL,JHARSUGUDA** | |
| **Name of the Faculty:** Mr. Subrata Parida | **Academic Year:** 2024-25 |
| **Course No.:** Th.1(b) | **Course Name:** Introduction To IT System |
| **Program:** Diploma | **Branch:** IT |
| **Year / Sem :** I/II | **Section:** |

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| **Sl.**  **No.** | **Period**  **/Class** | **Time (min)** | **Unit** | **Topic to be covered** | **Teaching method** |
| 1. | 1. | 55 | 1 | Understanding browser | Visual Class |
| 2. | 2. | 55 | 1 | Efficient use of search engines | Visual Class |
| 3. | 3. | 55 | 1 | Awareness about Digital | Chalk & Talk |
| 4. | 4. | 55 | 1 | India portals (state and national portals) | Visual Class |
| 5. | 5. | 55 | 1 | and college portals | Visual Class |
| 6. | 6. | 55 | 1 | General understanding of various computer hardware components - CPU, | Chalk & Talk |
| 7. | 7. | 55 | 1 | Memory, Display, | Chalk & Talk |
| 8. | 8. | 55 | 1 | Key- board, Mouse, | Chalk & Talk |
| 9. | 9. | 55 | 1 | HDD and other Peripheral Devices. | Chalk & Talk |
| 10. | 10. | 55 | 1 | Revision of Chapter 1 | Chalk & Talk |
| 11. | 11. | 55 | 1 | Question and Answer Discussion | Questionnaires |
| 12. | 12. | 55 | 2 | Introduction to OS and Types | Chalk & Talk |
| 13. | 13. | 55 | 2 | OS Installation (Linux and MS Windows) | Visual Class |
| 14. | 14. |  | 2 | Unix Shell and Commands-1 | Chalk & Talk |
| 15. | 15. | 55 | 2 | Unix Shell and Commands-2 | Chalk & Talk |
| 16. | 16. | 55 | 2 | VI editor | Chalk & Talk |
| 17. | 17. | 55 | 2 | Revision of Chapter 2 | Chalk & Talk |
| 18. | 18. | 55 | 2 | Question and Answer Discussion | Questionnaires |
| 19. | 19. | 55 | 3 | Introduction to HTML | Chalk & Talk |
| 20. | 20. | 55 | 3 | HTML4 | Chalk & Talk |
| 21. | 21. | 55 | 3 | Introduction to CSS | Chalk & Talk |
| 22. | 22. | 55 | 3 | CSS | Chalk & Talk |
| 23. | 23. | 55 | 3 | Introduction to webpage designing | Visual Class |
| 24. | 24. | 55 | 3 | making basic personal webpage - 1 | Visual Class |
| 25. | 25. | 55 | 3 | making basic personal webpage - 2 | Visual Class |
| 26. | 26. | 55 | 3 | Revision of Chapter 3 | Chalk & Talk |
| 27. | 27. | 55 | 3 | Question and Answer Discussion | Questionnaires |
| 28. | 28. | 55 | 4 | Introduction to office tool | Visual Class |
| 29. | 29. | 55 | 4 | Basic idea of OpenOffice | Visual Class |
| 30. | 30. | 55 | 4 | OpenOffice Writer | Chalk & Talk |
| 31. | 31. | 55 | 4 | OpenOffice Spreadsheet(Calc) | Chalk & Talk |
| 32. | 32. | 55 | 4 | Basic formulas In Spreadsheet-Calc (eg. VLOOKUP..) | Chalk & Talk |

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| 33. | 33. | 55 | 4 | OpenOffice Impress | Chalk & Talk |
| 34. | 34. | 55 | 4 | Automation and Macros in OpenOffice | Visual Class |
| 35. | 35. | 55 | 4 | Revision of Chapter 4 | Chalk & Talk |
| 36. | 36. | 55 | 4 | Question and Answer Discussion | Questionnaires |
| 37. | 37. | 55 | 5 | Introduction to Information Security | Chalk & Talk |
| 38. | 38. | 55 | 5 | Types of Security Attacks | Chalk & Talk |
| 39. | 39. | 55 | 5 | Authentication and Authorization | Chalk & Talk |
| 40. | 40. | 55 | 5 | Data Encryption and Cryptography | Chalk & Talk |
| 41. | 41. | 55 | 5 | Network Security Best Practices | Chalk & Talk |
| 42. | 42. | 55 | 5 | Backup and Recovery Best Practices | Chalk & Talk |
| 43. | 43. | 55 | 5 | Security Tools and Software | Chalk & Talk |
| 44. | 44. | 55 | 5 | Revision of Chapter 5 | Chalk & Talk |
| 45. | 45. | 55 | 5 | Question and Answer Discussion | Questionnaires |

REFERENCES

1. Introduction to IT Systems (English) by Prof. Prashant Joshi (Download from https://ekumbh.aicte-india.org/dbook.php)
2. R.S. Salaria, Computer Fundamentals, Khanna Publishing House

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| **LESSON PLAN** | |
| **JHARSUGUDA ENGINEERING SCHOOL,JHARSUGUDA** | |
| **Name of the Faculty:** Mr. Rabi kumar Darji | **Academic Year:** 2024-25 |
| **Course No.:** Th.1(b) | **Course Name:** Introduction To IT System |
| **Program:** Diploma | **Branch:** IT |
| **Year / Sem :** I/II | **Section:** |

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| 43. | 43. | 55 | 5 | Security Tools and Software | Chalk & Talk |
| 44. | 44. | 55 | 5 | Revision of Chapter 5 | Chalk & Talk |
| 45. | 45. | 55 | 5 | Question and Answer Discussion | Questionnaires |

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