

LESSON PLAN

Name of the Institute:	C. V. Raman Polytechnic	
Department:	Computer Science & Engineering	
Semester/Division/Branch:	2 ND SEM SEC -B	
Subject Name with code:	INTRODUCTION TO IT SYSTEM	
Total No. of Class (Required):	45	
Faculty Name:	JAGADISH MAHANTA	

Class No.	Brief description of the Topic/Chapter to be taught	Remarks
1	Basic internet skills.	
2	Understanding a browser.	
3	Efficient use of search engine.	
4	Awareness about digital India portal.	
5	State portal.	
6	College portal	
7	Central processing unit	
8	Types of computer memory.	
9	Display	
10	Linux installation	
11	Windows installation	
12	Unix shell	
13	Shell commands	
14	Vi editor	

15	HTML4-1(HOW TO CREATE WEB PAGE,STRUCT OF HTML BASIC HTML TAG)	
16	HTML4-2(PAGE SETTING TAG)	
17	HTML4-3(LISTING TAG,ADD GRAPHICS)	
18	HTML4-4(WORKING WITH TABLE,LINKING WEB PAGE)	
19	HTML4-5(HTML FORMS)	
20	HTML4-6(PRACTISE HTML FORM)	
21	CSS-1(INTRODUCTION AND WAY TO APPLY CSS TO HTML DOCUMENTS)	
22	CSS-2(CSS SELECTOR)	
23	CSS-3(CSS PROPERTIES)	
24	CSS-4(MAKING BASIC PERSONAL WEB SITE)	
25	CSS-5(MAKING PERSONAL WEB SITE)	
26	CSS-6(MAKING PERSONAL WEB SITE)	
27	INSTALLATION OF OPEN OFFICE	
28	OPEN OFFICE WRITER -19(INTERFACE OF OPEN OFFICE)	
29	OPEN OFFICE WRITER -2(STARTING,OPENING,SAVING,CLOSING,PRINTING A DOCUMENTS)	
30	OPEN OFFICE WRITER-3(SELECTION CUTTING AND PASTING IN A DOCUMENTS)	
31	OPEN OFFICE WRITER -4(CHAARCTER AND PARAGRAPH FORMATTING)	
32	OPEN OFFICE WRITER-5(FIND AND REPLACE TEXT SPELL AND GRAMM CHECK AUTO CORRECT)	
33	OPEN OFFICE CAL-1(INTRODUCTION TO SPREAD SHEET AND SHELL)	
34	OPEN OFFICE CAL-2(PARTS OF CALC INTERFACE)	
35	OPEN OFFICE CAL-3(STARTING OPEN SAVE AND CLOSE DOCEMENTS)	
36	OPEN OFFICE CAL-4(FREEZING UNFREZZING ROW AND COLUMN)	
37	OPEN OFFICE-CAL-5(CREATING CHART AND CREATING FORMULA)	
38	OPEN OFFICE IMPRESS-1(CRAETING NEW PRES,PARTS OF IMPRESS INTERFACE)	
39	OPEN OFFICE IMPRESS-2(FORMATting PRE AND APPLYING ANIMATION EFFECT)	
40	OPEN OFFICE IMPRESS-3(RUNNING SLIDE SHOW /PRINTING PRESENTATION)	
41	INFORMATION SECURITY BEST PRACTISES-1(INTRODUCTION)	

42	INFORMATION SECURITY BEST PRACTISES-2(THREATS TO INFO SECURITY)	
43	INFORMATION SECURITY BEST PRACTISES-3(COMBATING INFORMATION SECURITY THREATS)	
44	INFORMATION SECURITY BEST PRACTISES-4(HOW TO USE TO DIFFERENT PLATFORM)	
45	INFORMATION SECURITY BEST PRACTISES-5(HOW TO USE DIIFERENT PLAT FORM AND TAKE SAFETY MEASURE	

Jogendra K. Mahanta
Signature of the Faculty

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Signature of the H.O.D