

**SPINTRONIC TECHNOLOGY AND ADVANCE RESEARCH,
BHUBANESWAR**

LESSON PLAN YEAR-2023-24 SUBJECT-Introduction to IT Systems
NAME OF THE FACULTY-ER. RANJAN KUMAR BISWAL

Sl. No	Topic	Cumulative Classes
1	Introduction to Internet, Web Browsers, Navigation Tools	2
2	Efficient Use of Search Engines (Google, Bing, etc.)	2
3	Digital India Initiatives (National and State Portals)	2
4	College Portals: Accessing, Navigating Features	2
5	Overview of Computer Hardware: CPU, RAM, Motherboard	1
6	Input/Output Devices: Keyboard, Mouse, Monitor, Printer	1
7	Storage Devices: HDD, SSD, Flash Drives, Cloud Storage	2
8	Revision + Practice Lab (Internet + Hardware Awareness)	1
9	Installing Windows OS: Steps, Disk Partition, Drivers	1
10	Installing Linux (Ubuntu): Live Boot, Full Installation	2
11	File Systems: NTFS, FAT32, ext4 (Intro Only)	1
12	Unix/Linux Shell Introduction: Terminal, CLI Concepts	2
13	Basic Unix Commands: ls, cp, mv, rm, mkdir, chmod, etc.	1
14	Using Wildcards, Pipes, Redirection in Unix	1
15	The vi Editor: Modes, Commands, File Editing	2
16	Practice Lab: OS Installation (Live + VM)	2
17	Practice Lab: Unix Shell + vi Editor	2
18	Introduction to Web Development: HTML Basics	1
19	HTML Tags: Headings, Paragraphs, Links, Images	1
20	Lists, Tables, Forms in HTML4	1
21	Introduction to CSS: Syntax, Inline & Internal CSS	2
22	CSS Styling: Colors, Fonts, Borders, Padding	1
23	Designing a Basic Personal Web Page	2
24	Practice Lab: HTML Page Creation	2
25	Practice Lab: Adding CSS to Webpages	1
26	OpenOffice Writer: Interface, Basic Document Formatting	2
27	Advanced Writer: Tables, Images, Styles, Templates	2
28	OpenOffice Calc: Data Entry, Formatting, Simple Formulas	2
29	Calc Charts, Functions (SUM, AVERAGE, IF, etc.)	2
30	OpenOffice Impress: Creating Slides, Templates	1
31	Adding Transitions, Multimedia, Animations in Slides	2
32	Practice Lab: Writer	1
33	Practice Lab: Calc	2
34	Practice Lab: Impress	2
35	Introduction to Information Security: Basics, Importance	1
36	Secure Browsing, Password Management, 2FA	1
37	Recognizing Phishing, Malware, and Scam Attempts	1

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38	Antivirus, Firewalls, Secure Software Use	1
39	Privacy Settings in Devices, Social Media Safety	1
40	Revision + Practice on Security Settings (Browsers, OS)	1
TOTAL		60

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
3. Ramesh Bangia, PC Software Made Easy – The PC Course Kit, Khanna Publishing House
4. Online Resources, Linux man pages, Wikipedia
5. Mastering Linux Shell Scripting: A practical guide to Linux command-line, Bash scripting, and Shell programming, by Mokhtar Ebrahim, Andrew Mallett